



Job Title:	Bus Shop Foreman	Wage/Hour Status:	NonExempt/261 days
Reports To:	Shop Manager	Pay Grade:	Auxiliary Pay Grade T6R
Dept. /School:	Transportation	Date Revised:	October 13, 2011

Position Function/Purpose:

Under general supervision, supervises a staff of mechanics. Demonstrate leadership and supervisory abilities to coordinate the fleet operations of 300 plus vehicles and equipment.

Qualifications:

Education/Certification:

High school diploma or USA equivalency.

Valid Texas driver's license with a driving record that meets district driver standards.

Experience:

Four years of progressively responsible bus/vehicle maintenance.

TASBT Master Technician Certification, preferred.

CDL and ASE certifications, a plus.

Certified Vehicle Inspector with the State of Texas.

Major Responsibilities:

1. Oversee and monitor the inspection, preventative maintenance, mechanical and electrical repairs of the district vehicles and equipment.
2. Prioritize and assign tasks to be completed according to work orders, project request, and emergency calls.
3. Demonstrate accountability and maintain accurate records for labor and materials costs, work order completion and other maintenance of records.
4. Coordinate and oversee the towing and scheduling of both in-house and vendor repair work; inspect the quality and ensure the timeliness of services.
5. Prepare work schedules and approve staffing assignments to ensure proper staffing of facility shifts.
6. Implement work standards, operating procedures and evaluate staff performance.
7. Authorize request for procurement for craftsman using the districts purchasing procedures of automotive and equipment.
8. Assist technicians in completing major overhauls, repairs and accompanies on field breakdown calls.
9. Maintain accurate records for environmental disposal items, labor, materials, work order completion and equipment/tool inventory

10. Initiate work production for vehicle repairs and equipment, including job planning through job completion.
11. Demonstrate effective communication with operators, department heads and vendors in scheduling various maintenance repairs.
12. Report observed maintenance problems that need to be addressed by other areas in the maintenance department.
13. Performs all other task and duties as assigned.
14. All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.
15. Other duties as assigned.

Qualification Requirements:

Demonstrate ability to perform responsibilities under general supervision.

Demonstrate technical knowledge and the ability to perform repairs on bus diesel, cng and gasoline engines.

Demonstrate technical knowledge of automotive diesel, cng and gasoline engine operation and associated mechanic's tools.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:

While performing the duties of this job, the employee is regularly required to sit; stand; move throughout the room and/or facility; communicate verbally and electronically; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, and/or crawl; and drive. While performing the duties of this job, the employee is regularly required to lift or exert force of up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

Work Environment:

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

The noise level in the work environment is usually moderate to high. Regularly exposed to such environmental conditions as moving mechanical parts, fumes, airborne particles, and outdoor weather conditions. Regularly required to travel to facilities within the district

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.