



Longview Independent School District

JOB DESCRIPTION SHOP FOREMAN

JOB TITLE:	Shop Foreman	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Transportation	TERMS:	260 Days
DEPARTMENT:	Transportation	PAY GRADE:	Manual Trades 6

PRIMARY PURPOSE:

Supervise maintenance and repairs of district vehicles ensuring safety, cleanliness, and excellence in performance

QUALIFICATIONS:

Minimum Education/Certification:

High school diploma or GED

Valid CDL Class B license and a Texas school bus driver certification

Special Knowledge and Skills:

- Thorough knowledge of methods and practices of maintenance, repairs and all characteristics and uses of related equipment, materials, and tools
- Thorough knowledge of local state and national codes where applicable
- Knowledgeable of computerized inventory control and purchasing procedures
- Ability to carry out maintenance/repairing responsibilities within established policies, plans, and requirements and to coordinate work with other shops and departments
- Ability to supervise, instruct, and train maintenance/repair crafts personnel in all phases of the work and to assist them with work problem
- Ability to enforce safety and other regulations where applicable
- Ability to read and interpret work orders, diagrams and sketches
- Ability to use computer technology, both software and hardware, utilized for maintenance operations
- Ability to interpret blueprints, schematic drawings and technical manuals
- Ability to communicate effectively, both orally and in writing; ability to keep accurate records and prepare reports; ability to maintain good interpersonal relationships, including successful coaching and counseling of subordinates



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QUALIFICATIONS: (continued)

Experience:

At least three years experience as a commercial vehicle driver

Courses in industrial arts and/or shop mechanics or training equivalent to an apprenticeship in one or more mechanic/maintenance trades, preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assign work orders and supervise the performance of transportation mechanical personnel
2. Oversee activities required to deal with/correct/resolve emergency maintenance and repair problems
3. Estimate cost of repair projects in terms of labor and materials; keeps a running cost of materials and labor of each job assignment
4. Order materials as needed and make recommendations for purchase of supplies and equipment
5. Supervise the receiving, storing, and issuing of all maintenance supplies and materials
6. Conduct annual inventory on all maintenance equipment and tools
7. Conduct regular safety meeting with staff and teach annual training classes
8. Comply with district policies, as well as state and federal laws and regulations
9. Adhere to the district's safety policies and procedures
10. Maintain confidentiality in the conduct of district business
11. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
12. Demonstrate regular and prompt attendance
13. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate workers as assigned



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EQUIPMENT USED:

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment; school bus and district vehicles

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Work involves considerable standing, moving, and attendance at meeting; works in a wide range of climatic conditions; work may involve exposure to fumes, dust, sparks, smoke, loud noise and vibrations, and require use of safety goggles, ear plugs, masks, safety shoes; moderate sitting, walking, climbing or balancing, heavy lifting, carrying, stooping, bending, kneeling, crouching, crawling and reaching; use hand to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; frequent standing; must be able to lift 25 to 50 pounds; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Auxiliary Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2013