

JOB TITLE: TRANSPORTATION SHOP FOREMAN

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Five years or more experience in automobile, truck, and bus maintenance and repairs.
3. Demonstrated ability in major mechanical repairs.
4. Hold a valid Alabama Driver's license and school bus driver's license.
5. Hold a valid State Department of Education Mechanic's certificate.
6. Supervisory experience and/or training.
7. Such alternatives to the above that the Board of Education may find appropriate and acceptable.

REPOSTS TO: Transportation Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Supervise the maintenance, repair, and reconditioning of vehicular equipment.
2. Supervise the relining of brakes and the replacement of king pins, bushings, and springs.
3. Supervise the installation of exhaust systems.
4. Supervise the repair, reworking, and/or replacement of electrical systems.
5. Trouble-shoot mechanical problems.
6. Determine needed parts or replacements
7. Make recommendations on needed equipment.
8. Operate a bus and have knowledge of parts.
9. Do general welding.
10. Do body and gear work.
11. Supervise lubrication and tire work.
12. Participate in training and development program.
13. Make recommendations for training and development.
14. Assign work orders.
15. Maintain clean, orderly, and safe working environment.
16. Perform duties in a manner that promotes good public relations.
17. Be familiar with and follow Board of Education policies.
18. Maintain proper and professional relationship with students and other employees.
19. Make road calls to buses as required.
20. Assist with supervision and training of mechanic apprentices.
21. Be regular and punctual in attendance.
22. Maintain confidentiality of all School System business.
23. Perform other job-related assignments determined by Shop Foreman, Transportation Coordinator, or Superintendent.

TERMS OF EMPLOYMENT: Twelve months a year. Subject to emergency calls. Salary according to appropriate current schedule.