

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **Shop Foreman/Working Mechanic Foreman**

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**FLSA Status:** EXEMPT

**Classification:** Classified

**Terms of Employment:** 12 month position, 8 hours per day.

**JOB GOAL:** Supervises Mechanics and Mechanic Helpers in providing mechanically sound vehicles and equipment for the safe transportation of the district's students and staff

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintains and repairs all systems of school buses, trucks, passenger vehicles and other motorized equipment as direct by the transportation director.
2. Performs routine preventive care maintenance on district vehicles, transportation shop and equipment.
3. Maintains high standards of safety and cleanliness in the workplace.
4. Orders parts and supplies for shop and vehicle needs.
5. Determines needed parts inventory levels.
6. Performs employee evaluations for Mechanics and Mechanic Helpers.
7. Monitors daily activities of shop employees to ensure compliance with current Federal, State, Local and NCSD rules and regulations.
8. Prepares computerized and/or paper work orders.
9. Operate machinery and other equipment related to the inspection, diagnosing, repairing, maintaining of all the district vehicles (e.g. brake lathe, steam cleaner, bus washer, forklift, tire machines, balancing machines, air conditioning machines, computerized diagnostic equipment, etc.).
10. Conducts road tests of vehicles pre and post repair.
11. Instructs and/or directs the daily activities of mechanics and mechanic helpers, and other staff when assigned.
12. Develops maintenance programs when assigned.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Knowledge of manual labor procedures.
2. Knowledge of landscaping procedures.
3. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
4. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
5. Recognizes and reports hazards, and conforms to safety standards as prescribed.
6. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
7. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. High School Diploma or equivalent
2. Five (5) years of professional experience in the maintenance, repair and overhaul of buses, trucks, cars and other motorized vehicles and equipment.

OR

Four (4) years of the above; plus one year of formal vehicle mechanic training from an accredited vocational trade school.

3. Satisfactory driving record to qualify for District vehicle insurance coverage

**Licenses and Certifications:**

1. Valid CDL class A or B with a Passenger and School Bus Endorsement

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Ability to travel throughout the District as needed
3. Compliance with NCS D Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Sedentary/minimal; medium-Exertion of force to 50 lbs., Occasionally, 10-25 lbs., frequently, up to 10 lbs., Constantly or a negligible amount of force to lift, carries, pull or push or move objects.

**Physical Demands:** Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical shop, garage, yard setting and use standard office and two-way radio equipment. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

**Vision:** Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled shop/garage setting with temperatures ranging from mild to moderate cold/heat. Uncontrolled outside yard setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise level ranging from moderate to loud, and from occasional to frequent periods.

**Hazards:** Frequent exposure to fumes of vehicles, exhausts, solvents, cleaners, gasoline, battery acid, sealers, etc. Furniture, office/mechanic shop equipment, moving vehicles, heavy equipment, chemicals (as related to specific assignment), and power/hand held tools and machinery (as related to specific assignment).

**Working Conditions:** Tools and equipment necessary to carry out the functions of the position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: \_\_\_\_\_

Superintendent

6/15/17

Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_