JOB DESCRIPTION

Job Title: Shop Foreman (233 Days)          Wage/Hour Status: Exempt
Reports to: Senior Fleet Manager          Pay Grade: 3
Department: Transportation                Date Revised: 11/08/2016

Primary Purpose:
To supervise and ensure the proper repair and maintenance of DCS fleet in a timely manner.

Qualifications:

Education/Certification and Work Experience:

- High School Diploma or equivalent (ex. G.E.D.)
- Must achieve TASBT Master Technician certificate or Master ASE certification within eighteen months and keep current
- Valid Texas commercial driver’s license (Class B) with S endorsement
- Possess and maintain Texas School Bus Driver certification
- Minimum five (5) years auto/truck maintenance and repair experience

Special Knowledge/Skills:

- Keeping up with vendor repairs entering into fleet management system also vendor receivers and scanning into Laserfiche
- New unit acquisition processing, disposal processing total cradle to grave including auctions for all units
- Candidates will demonstrate leadership, administer shop work flow and work processes, evaluate technicians including discipline and training
- Meet deadlines when given, creates schedules and changes if needed
- Oversees work order completion the correct parts charged out to job
- Must be able to explain how to complete task to work staff know safety procedures for shop operations, handles security and emergencies that arise
- Entering requisitions and applying purchase order with signatures to vendor invoices

Shop Foreman
Major Responsibilities and Duties:

Job Specific Responsibilities:
1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
3. Assign priority and process vehicle repair work orders.
4. Evaluate and recommend all repairs and provide cost estimates.
5. Assign all vehicle repairs to personnel and oversee completion.
6. Arrange contract repairs when work cannot be performed in shop.
7. Assign or perform welding and minor body work to keep vehicles operating.
8. Perform routine vehicle maintenance and preventive care.
9. Establish preventive maintenance and care schedules.
10. Discuss mechanical problems with other mechanics and help them solve repair problems.
11. Inspect work performed by mechanics in overhaul and repair of district automotive equipment.
12. Review and approve completed work orders.
13. Perform state safety inspections on assigned vehicles.
14. Operate tools, equipment, and machinery according to prescribed safety procedures.
15. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
17. Operate bus as needed and be familiar with bus routes.
18. Keep shop, equipment, and tools in safe operating condition.
19. Order equipment and supplies and maintain accurate records.
20. Recommend replacement of existing equipment.
21. Conduct annual inventory of physical equipment and supplies.
22. Supervise cleaning of buses by washing crew.
23. Direct the upkeep and appearance of shop and parking lot area.
24. Supervise and evaluate work of lead technician, technician, technician helper, and bus maintenance worker.
25. Work irregular hours and respond to after-hours emergency calls as needed.
26. Load and unload tapes for video monitoring system.
27. Assist in preparation of department budget.
28. Assist in recruiting, screening, training, and evaluation of shop employees.
29. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
30. Understand laws and regulations on transportation and safety.
31. Acceptable communications, public relations, and interpersonal skills.
32. Must be willing to progress to mechanic level with training.
33. Ability to diagnose mechanical problems and perform repairs.
34. Ability to operate tools and equipment involved in vehicle repair.
35. Ability to lift heavy equipment and vehicle parts.
36. Ability to pass alcohol and drug test.
37. Ability to pass required bus driver safety training.
38. Acceptable driving record.
39. Ability to operate a school bus.
40. Acceptable communications, public relations, and interpersonal skills.
41. Must be able to Diagnose and Troubleshoot and Effect repairs for All DSC Vehicles, including.
42. All other duties assigned by supervisor.

Personal Effectiveness:

1. **Positive Attitude:** Presents a positive role model for patrons that supports the goals of the Dallas County Schools.
2. **Cooperation:** Works effectively with others.
3. **Dependability:** Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
4. **Judgement:** Exhibits good judgement in decision making and problem solving.
5. **Initiative:** Recognizes needs of job and suggests ways to improve efficiency and productivity.

Working Conditions:

**Mental Demands/Physical Demands/Environmental Factors:**
Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching. Work outside and inside, around moving objects, vehicles and machinery with moving
parts. Exposed to dampness and humidity, toxic chemicals, exhaust fumes, gasoline and diesel fuel. Maintain emotional control and sound decision making under stress. Frequent district wide and possible statewide travel; occasional prolonged and irregular hour.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This job description nor the duties and responsibilities described herein, create a contract for employment.

Approved by: ________________________________  Date: ____________
(Supervisor)

Reviewed by: ________________________________  Date: ____________
(Employee)