

SONORA UNION HIGH SCHOOL DISTRICT

TRANSPORTATION SHOP FOREMAN

Job Description

DEFINITION

Under general direction, leads, guides, assigns, inspects and participates in the work of heavy duty vehicle repair, personally performing the more difficult work and training, instructing and correcting the work of other mechanics. Assign, inspect and schedule shop repairs and preventative maintenance.

CLASS CHARACTERISTICS

Positions in this class perform heavy-duty vehicle journeyman-level servicing, vehicle inspection and limited semiskilled or skilled repair of school buses and vehicles. Incumbents plan and layout work, and have as major responsibilities the efficient utilization of assigned personnel and the timely completion of work assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned as needed.*

- Maintains part and equipment inventory (inventory control, shipping/receiving).
- Coordinates, assigns checks, inspects and corrects the work of subordinate mechanics engaged in the maintenance and repair of vehicles.
- Trains and instructs mechanics.
- Performs all California Highway Patrol Terminal Safety Inspections
- Coordinates all work with other districts – Service Writer
- Inspects buses, automobiles, trucks, tractors and other mechanical equipment used in the District and other school districts.
- Assists with other district's transportation shops.
- Diagnoses problems and makes mechanical repairs and installations.
- Performs scheduled repairs and keeps preventative maintenance logs.
- Assists and offers guidance in the repairs of all gas and diesel engines, electrical, brake systems, transmissions, differentials, hydraulics, fuel pumps, ignitions, generators, starters, carburetor systems.
- Repairs and makes adjustments to steering geometry.
- Performs electric and acetylene welding, fabricating new parts when necessary.
- Makes repairs to other mechanical equipment.
- Changes and repairs tires.
- Tests equipment after repairs have been completed.
- Maintains necessary records, i.e., time, labor, requisitions and material records and maintains accurate records of bus inspections and repairs.
- Maintains records of the work of the District garage and prepares routine written and oral reports.
- Advises mechanics on proper safety equipment and procedures.
- Maintains work areas in a clean and orderly condition.
- Adheres to State, County and District safety procedures.
- Operates computer and Vehicle Tracker System software.
- Perform duties as substitute School Bus Driver.

LICENSE(S) REQUIRED

- Valid California Driver's License.
- Successful completion of the Driving and First Aid examinations for School Bus Drivers.
- Valid California Bus Driver's Certificate.
- Valid California Class "B" Unrestricted Driver's License, Passenger Endorsement.
- Valid School Bus Driver Medical Certificate.

GENERAL QUALIFICATIONS

Knowledge of:

- Principles of internal combustion engines.
- Provisions of the California Motor Vehicle Code and Education Code applicable to the operation of vehicles in the transportation of students.
- Tools, equipment and procedures used in the overhaul, repair and adjustment of motor equipment.
- Methods and procedures used in the repair and adjustment of heavy-duty automatic transmissions.
- Simple record keeping methods.
- General principles of supervision and training.
- Shop mathematics applicable to the mechanical trades.
- Appropriate safety precautions and procedures.
- Operate a computer and computer software.

Ability to:

- Plan, layout, assign, correct, train and participate fully in the work of heavy equipment mechanics.
- Perform skilled repair and overhaul work on gasoline and diesel powered equipment.
- Use standard mechanics' equipment in the performance of assigned work
- Work from mechanical diagrams and technical automotive repair manuals.
- Read test instruments, meters and gauges.
- Perform shop mathematics.
- Maintain accurate records and prepare routine reports.
- Understand and carry out oral and written instructions.
- Effectively communicate, establish and maintain working relationships with students, staff, subordinates and supervisory employees.
- Perform duties with awareness of all District requirements and Board policies.
- Meet deadlines with severe time constraints.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position such as:

- Journey level and working experience performing repair of diesel and gasoline powered equipment.
- Completion of formal or informal training in diesel and gasoline equipment mechanics.
- Experience at or equivalent to the level of Fleet Maintenance Mechanic in the Sonora Union High School District.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Physical Demands:

- Work which regularly involves lifting, pushing and pulling of objects which weigh 50 pounds and may occasionally lift/push/pull in excess of 100 pounds with assistance.
- Mobility to stand, stoop, reach, bend, clinch and work in the reclined position.
- Vision (*which may be corrected*) to include color, close and distance/peripheral.

Other Conditions:

- Shall be required to use personal tools in the course of employment.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- Consistent and regular attendance is essential.
- May be required to work with toxic or caustic substances.
- The noise level in the work environment is usually loud and occasionally very loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Board Adopted: April 16, 2013