

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Shop Foreman, Transportation</b>	<b>Job Code: 78014</b>
<b>Job Classification:</b>	<b>18 Service Workers</b>	<b>EEO Line: 52</b>
<b>Job Class Category:</b>	<b>F Educational Support Personnel</b>	<b>Job Description Supplement Code: 8</b>
<b>Reports to:</b>	<b>Department Director</b>	<b>Salary Locator: Classified Schedule</b>

### SUMMARY:

Under direction of the department director, the Shop Foreman will perform administrative and lead duties to maximize automotive vehicle, school bus and automotive equipment operation through efficient repair and maintenance practices to extend the service life of each item. Performs advanced skilled mechanical services and repair work for both diesel and gasoline powered vehicles and equipment. May be responsible for scheduling and assigning work to co-workers and inspecting tasks upon completion for adherence to technical specifications and principles of safe vehicle operation. Performs related work as directed.

### QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Valid Florida CDL class "B" license with passenger endorsement or must obtain within six (6) months of hiring date and maintain throughout tenure in position; acceptable driving record
- 3) Five (5) years' experience in the maintenance and repair of motor vehicles both diesel and gasoline
- 4) ASE certification; Master School Bus Technician Certification preferred
- 5) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Ability to provide leadership, guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations
- (5) Ability to operate, maneuver and/or control the actions of electric, air and gas-powered service equipment, as well as standard hand held maintenance tools.
- (6) Ability to communicate effectively; giving clear and concise directives

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Provides planning, organization, coordination and direction in school district maintenance and repair activities associated with fleet mechanical trades
- (4) Works collaboratively with district fleet services personnel, other applicable departments, private/public contract service providers and school district administration in planning and coordinating tasks and projects.
- (5) Functions independently or leads work crews engaged in the school district fleet maintenance projects and tasks.
- (6) Processes work orders accurately and distributes and manages related work flow. No more than 5% returned/incomplete rate on vehicle repairs. No more than 10% return/incomplete rate on school bus inspections.
- (7) Maintains materials, parts, supplies, and manpower usage records for district inventory accounting purposes
- (8) Ensures proper cleaning and maintenance of equipment, tools, and materials utilized; ensures adherence to principles and practices of safe use and operation of equipment, tools, and materials.

- (9) Responds to and takes appropriate action in the event of emergency or critical incidents to resolve, confine or otherwise prevent potentially injurious or hazardous conditions.
- (10) Prioritizes and coordinates project specifics required for fleet; acts as shift leader and delegates tasks to personnel under charge.
- (11) Inspects progress of on-going maintenance and repairs; provides upper-level management with information concerning project status or any relevant special concerns; ensures adherence to approved specifications and guidelines.
- (12) Conducts Quality Assurance programs
- (13) Ensures adherence to prescribed preventative maintenance schedules and established district safety, environmental, technical training and accident prevention policies and standards
- (14) Receives and critically reviews maintenance, service, repair and/or inspection orders and requests, as well as any preliminary plans and proposals to determine feasibility/advisability
- (15) Perform all other non-instructional duties a requested by department director

**PHYSICAL REQUIREMENTS:**

Ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Some tasks may require the ability to perceive and discriminate colors or shades of colors. Some tasks may require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate depths. Some tasks may require the ability to perceive and discriminate textures. Most tasks require visual perception and discrimination. Some tasks require oral communications ability. When conducting inspection duties, tasks may present potential exposure to adverse environmental conditions, such as dust, fumes, wetness, humidity, machinery, vibrations, temperature and noise extremes, electrical currents, bright or dim lighting, and toxic/poisonous agents.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

August 2003  
Amended: May 20, 2014