

## **Killeen Independent School District Job Description**

**Job Title:** Shop Foreman  
**Department:** Transportation Services  
**Reports To:** Maintenance Manager  
**FLSA Status:** Non-exempt

### **SUMMARY**

Supervises work of maintenance teams in the shop. Maintains school buses and other district vehicles and equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties that may be assigned:

Acts as Maintenance Manager during his absence.

Distributes work orders/ZONAR reports in order to properly plan appropriate work schedules for shop personnel.

Keeps the Maintenance Manager informed daily as to status of jobs in shop.

Trains mechanics in the proper use of vehicle diagnostic equipment using current software, manuals, and resources available through approved vendors.

Assists in the maintenance training of Mechanics on all district equipment.

Performs quality control checks on vehicle repairs in a timely manner and to the satisfaction of the Maintenance Manager.

Completes quality control of completed work based on time, repairs required and parts installed.

Assists the Maintenance Manager in conducting quality control checks on equipment leaving the motor park daily.

Conducts scheduled and unscheduled vehicle service checks.

Provides guidance and assistance during major engine overhauls on gas, diesel, or CNG fueled vehicles to allow for the full, safe operation of district equipment.

Directs and controls by radio and phone road-side maintenance calls and recovery operations as necessary.

Assists the Maintenance Manager in the procurement of repair parts, supplies, and equipment needed in the shop.

Assists with the equipment procurement process by reviewing specifications and conducting product evaluations.

Responsible for safe shop operations.

Responsible for inventories of assigned tools and equipment for serviceability of tools and the use of a safe work place.

Operates two-way radio equipment and communicates information required for continuing operation of all transportation functions.

Makes presentations during drive in-service training and small group meetings and assists in department-wide staff development programs as needed.

Assists the department in making bad weather determinations.

Serves as a substitute bus driver or monitor as needed, performing duties and functions of these positions and maintaining all licenses and certifications required to perform these duties.

Performs other duties as may be assigned by the Maintenance Manager or Director of Transportation Services.

### **SUPERVISORY RESPONSIBILITIES**

Supervises maintenance teams and day-to-day shop operations.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. There may be alternatives to the qualifications as the Board of Trustees may find appropriate.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Minimum of five years mechanic experience working in a vehicle repair facility required.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **COMPUTER SKILLS**

This position requires that the employee be able to operate an IBM-compatible computer, utilizing the District's standard software products plus any additional software that may be unique to the position.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists, and in a fast-paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

ASE certification preferred. Must be able to obtain and maintain a valid Texas Class A Commercial Driver's License with passenger (P) and school bus (S) endorsements without air brake restrictions within 90 days of employment; and obtain and maintain a current state school bus driver certification issued by the Texas Department of Public Safety.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; a demonstration of the ability to perform these physical activities may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. While performing the duties of this job, the employee is required to talk and hear; to walk; stand; sit; to climb and balance; use hands to finger, handle, or feel; and reach with hands and arms. Frequent walking, stooping, bending, kneeling, crouching, crawling, pushing, and pulling. Occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and vibration. Occasional driving during the hours of darkness. The noise level in the work environment is usually moderate to loud.

## **OTHER QUALIFICATIONS**

Must be 20 years of age. Must have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must pass pre-employment drug test (and subsequently participate in random drug and alcohol testing program) and pre-employment physical (while employed, physicals will be taken annually.) Must also initially complete Texas School Bus Driver certification course (8 hours) and subsequently the Texas School Bus Driver Refresher Course (8 hours) every three years.

Prepared By: Bruce Minzenmayer, Auxiliary Personnel Coordinator

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.