



Job Title: **Shop Foreman Level 2**

Department: **Transportation**

Supervisor: **Director of Transportation**

Lane Placement: **ESP Lane 13**

Schedule: **8 hrs / 242 days**      Evaluation Group: **JCES 12**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Director of Transportation, the Shop Foreman organizes and coordinates the activities of the Jordan District Transportation shop and is primarily responsible for the timeliness and quality of shop performance. Incumbent schedules work, checks on quality and completion, and evaluates performance.

## **ESSENTIAL FUNCTIONS**

- Has overall lead responsibility for high quality and timely repair and maintenance of District vehicles (e.g. Administration vehicles, buses, maintenance trucks and cars, driver education cars).
- Directs the activities of shop personnel (e.g. prioritizes, schedules and assigns mechanics and other shop personnel to their daily work).
- Reviews and evaluates completed work.
- Follows up on problems reported by drivers.
- Diagnoses mechanical problems and assists mechanics in resolving them.
- Responsible for ensuring that training of all shop personnel occurs in an orderly and consistent manner and seeing that appropriate standards of performances are designed, achieved and maintained. Evaluates the performance of shop personnel in relation to these standards.
- Assists director in developing, implementing and maintaining a District preventive maintenance program including necessary records (e.g. brake adjustments, inspections, tire changes, and other parts when they have served the specified number of hours and/or miles).
- Sees that buses used for field trips or as substitutes to regular buses are inspected regularly and are ready for use.
- Oversees and participates in specialized trade work. This may include complex or overflow work that mechanics are unable to perform (e.g. MIG welding, ARC welding, and oxygen acetylene welding).
- Acts as an expert resource for other shop personnel.
- Responsible to develop and manage a shop safety program.
- Assists the director in a yearly evaluation of all shop personnel (e.g. lead mechanic, mechanics, and trainees).
- Assesses capabilities and weaknesses of shop personnel and sees that adequate and appropriate training is provided.
- Resolves personnel problems (e.g. retention, employment, discipline, evaluation, promotion, and counseling).
- Within District policy, sets work standards and formulate work rules and procedures.
- Solves problems and makes decisions concerning repairs to be made, parts to be replaced and preventive maintenance work to be done. Makes recommendations to director on major items to repair or replace.
- Determines whether vehicles meet State inspection standards and State and Federal emissions standards.

- Recommends the specification of parts or services to the warehouse/buyer for procurement.
- Makes recommendations about materials, supplies and equipment as it relates to vehicle repair and safe operations.
- Acts as tutor/trainer for shop personnel.
- On-call for emergencies 24 hours a day. Some of these may be “on-the-road” and after hours.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High School diploma, GED, or equivalent.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Two years as a Journeyman Level Mechanic with demonstrated competence in various automotive shop work.
- Two years participation in the mechanic apprenticeship program in which the journey level recognition was acquired.
- Experience in supervising a fleet operation including a minimum of 200 vehicles is required.
- Requires two years formal training in auto and/or diesel mechanics in which an Associate Degree or equivalent has been obtained.
- Must keep an up-to-date license to perform State Safety and Emissions Inspections.
- Must have a good driving record and a valid Commercial Driver License with required endorsements.
- Lane 13 Requires:
  - One year of prior job-related work experience with demonstrated competence, preferably in heavy diesel and school bus experience.
  - Maintaining current ASC Certifications in all 7 areas.
  - If ASC Certifications are not current as of July 1 of the contract year the employee will be moved back to a lane 12 until certifications are passed.
- Must demonstrate competence in reading, writing and math.
- Requires advanced specialist level skills in the maintenance and repair of large buses, trucks and automobiles.

- Must be knowledgeable in alternative fuels including CNG.
- Must exercise administrative skills and be able to motivate and work well with shop personnel.
- Must keep skills current as new technologies are utilized.
- Must consistently achieve the Performance Flat Rate Productivity Level for a shop foreman, as established by the director of Transportation.
- Must have ability to perform complex mechanic repairs.
- Requires good interpersonal skills. Interacts with driver education teachers, route coordinators, driver trainer, bus drivers, and other vehicle operators.
- District experience is helpful in providing familiarity with specific District equipment and repair needs.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

### **Machines, Tools & Equipment Used:**

- Trade specific tools, machines and equipment.
- District vehicles (e.g. buses, administration vehicles, maintenance trucks and cars, Driver Education cars).

### **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Must be able to pass appropriate physical examination and withstand the physical requirements of the job.
- Requires ability to lift 100 pounds.
- Some exposure to fumes, dirt, dust, grease, cold and heat.
- While performing the duties of this job, the employee is frequently required to use hands and arms to reach, handle and feel objects.
- Must be able to walk and stoop, kneel, and crouch.
- Specific vision abilities required include close vision and depth perception.
- While performing the duties of the job, the employee is occasionally exposed to moving mechanical part, airborne particles and vibration.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

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Effective date: 6/9/2020