

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Assistant Shop Foreman – Transportation

Pay Table: Support

Pay Grade: 13

FLSA Status:

Job Code: 693

Reports to: Shop Coordinator

JOB SUMMARY

Under the general supervision of the Shop Coordinator, the Assistant Shop Foreman assists with the supervision of the technicians, the management of the shop workload (schedules vehicle service and repairs and maintains fleet database), and the repair of vehicles. Supervises vehicle technicians on swing shift.

ESSENTIAL JOB FUNCTIONS

- Reviews driver reports and suggestions; and with assistance of shop personnel, determines action to be taken with each vehicle referred to shop (e.g., repairs, adjustments, overhauls, replacement, alignment).
- Makes recommendations to shop foreman regarding disposition of required repair and maintenance work (e.g., completes work in shop, sends work out for completion, replaces deficient equipment).
- Assists shop foreman with assignment of jobs and work areas to mechanics. Monitors and inspects work, ensuring adherence to rigorous safety standards.
- Schedules equipment repairs and maintenance and addresses building maintenance.
- Ensures that necessary records are maintained for each repair job and for all maintenance work.
- Assists mechanics with repair and maintenance problems when required or requested, answering questions, assisting, instructing, etc.
- Performs repairs, adjustments, maintenance or other shop work as time is available or as need demands.
- Advises shop foreman regarding operation of preventive maintenance and service scheduling program.
- Coordinates with Parts Inventory Manager in maintenance of parts-related records (e.g., wear characteristics, repair frequencies, durability of parts).
- Arranges and may conduct vendor, State, DATC and other types of training for shop personnel.
- Performs janitorial duties of shop, such as emptying trash and scrap metal, stocking clean rags, scrubbing floors, cleaning benches, cleaning spills, repainting, cleaning

- air hoses, and cleaning and maintaining shop equipment.
- Oversees stocking and maintenance of satellite facilities.
- In absence of shop foreman, coordinates with parts inventory manager in ordering parts and in maintaining parts inventory.
- In absence of shop foreman, coordinates with dispatch office concerning bus availability while repairs are being performed or when completed.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Seven (7) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Previous supervisory experience preferred.
- The following must be obtained within the 1st year of employment: Commercial Drivers License (Class A with passenger endorsement), Utah State Highway Patrol Inspection License (Heavy/Light Duty), Davis County I/M Technician Certification and Mobile Air Conditioning Certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Knowledge of on-board computerized diagnostics.
- Knowledge of computerized gasoline and diesel engine operation and repair.
- Knowledge of fuel systems, ignition systems, drive train and safety systems.
- Ability to use diagnostic engine analyzer and charging system analyzer.
- Knowledge of State inspection and emission laws.
- Ability to use all types of mechanics tools.
- Knowledge of vehicle body repair and painting.
- Familiarity with operation of computers and small office equipment.
- Ability to make budget recommendations and manage the budget.
- Ability to manage inventory and property.
- Ability to use or repair small, medium and heavy equipment and machinery.
- Ability to supervise employees and establish policies.
- Ability to communicate professionally with a wide array of customers, including but not limited to drivers, public safety personnel, principals, vendors, etc.

PHYSICAL DEMANDS

Very heavy work: Exerting in excess of 125 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.