TRANSPORTATION MECHANIC FOREMAN

Transportation Department

Purpose:

The Transportation Mechanic Foreman ensures the safety and proper operating condition of District buses by providing oversight and direction for Bus Service Technicians and Bus Repair Technicians. The Foreman also performs major and minor repairs as well as preventative maintenance work to ensure vehicle safety and compliance with state and national safety regulations.

Definition for use in this Job Description:

"*School bus"* or "*bus*" includes any school bus or transportation vehicle within the transportation fleet.

Reports to: Transportation Maintenance Supervisor, Administrator for Transportation

Nature & Scope:

The Transportation Mechanic Foreman follows standardized routines under general supervision. The nature of the work requires strict adherence to policies, procedures and regulations. Independent judgment and decision-making is required in matters not having established policies, procedures and regulations. The incumbent does not have supervisory responsibilities, but provides oversight, monitoring, and direction of Bus Service Technicians and Bus Repair Technicians.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Coordinates assignments and projects with designated School Bus Service Technicians and School Bus Repair Technicians, and provides on-site direction to crews when needed.
3. Inspects, diagnoses and makes major and minor repairs to the mechanical and electrical systems of District buses.
4. Provides oversight and backup to the School Bus Service Technicians and School Bus Repair Technicians as necessary. Directs work and monitors performance.
5. Performs heavy and medium duty repairs on various School Bus components, including but not limited to electrical systems, ignition and fuel systems, engines, transmissions, cooling systems, steering, suspension, emissions components, wheelchair lifts, lighting and charging systems.
6. Overhauls and services assemblies and accessories, including but not limited to drivetrain components, hydraulics, anti-lock braking systems, suspension, steering systems, and engine components.

7. Identifies vehicle repair needs using both computerized diagnostic equipment as well as original equipment manuals and diagnostic materials.
8. Diagnoses, repairs and replaces electrical/electronic lighting systems, control systems, transmission, starting and charging systems.
9. Determines work priorities and timelines, maintains repair and maintenance records and prepares reports on work performed.
10. Diagnoses, repairs, and replaces surveillance systems, two-way radio communication systems, and GPS tracking software.
11. Learns and masters evolving technologies that support the efficient management of vehicles, routes, communications, and infrastructure.
12. Conducts final post-repair vehicle inspection prior to release.
13. Inspects vehicles and conducts test drives to ensure safety and roadworthiness and to address concerns regarding defects or non-conformance with Oregon ODE and/or DOT regulatory standards.
14. Conducts annual safety inspections including full disassembly of components in order to ensure that vehicles comply with District and state regulations.
15. Operates various hand tools and other equipment necessary to the maintenance and repair of School Buses.
16. Maintains computerized records of maintenance and safety inspections.
17. Maintains shop area, equipment and tools in a safe, clean and orderly condition.
18. Provides back-up support to other positions in the Department in case of absence or work overload.
19. Drives scheduled bus routes or trips when required.
20. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
21. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and the *Beaverton School District Transportation Employees Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must be 21 years of age or older.
2. Must possess a high school diploma or equivalent.
3. Must possess two years of technical or trade school or equivalent experience in automotive, diesel, truck or military equipment maintenance.
4. Must attain and maintain an Oregon Department of Education Annual School Bus Inspection Certification.
5. Must possess and maintain a valid driver's license and a driving record that meets the standards in place by the District.
6. At the point of hire, must be able to attain and maintain an Oregon Commercial Drivers' License and Oregon Bus Driver Certification.

7. Must obtain all other necessary certifications and licenses necessary to operate a school bus in the state of Oregon including complying with new regulations that may be enacted subsequent to the first day of employment.
8. Must possess mechanical expertise in problem-solving maintenance issues that arise.
9. Must demonstrate familiarity with computerized record-keeping, spreadsheets, and basic math skills.
10. Must be able to read, understand and follow multi-step written and verbal instructions in English.
11. Must demonstrate the ability to adhere to established safety practices regarding the use of chemicals and equipment.
12. Must be able to comply with District, state, and national regulations as they relate to vehicle safety.
13. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.
14. Must demonstrate flexibility to changing working environments.
15. Must be able to work with accuracy with attention to detail.
16. Must meet all minimum qualifications for the position of *Bus Driver.*

Additional Requirements Specific to this Position:

Must acquire and possess tools necessary for the performance of essential job functions.

Working Conditions:

The Transportation Mechanic Foreman works primarily indoors in a mechanical shop with limited climate control. The work requires regular moderate physical effort and the occasional lifting of moderate to heavy objects up to 75lbs. The incumbent will frequently stand, stoop, bend, crawl and reach in the normal course of his/her workday and will be exposed to dirt, odors, dust, wetness, fumes, grease, noisy machinery, vibrations, and toxic agents. Other potential hazards include chemicals, communicable diseases, and power/hand-operated equipment and machinery.

Maintenance work performed in the field may expose the incumbent to inclement weather and traffic hazards. While driving a bus, the Transportation Mechanic Foreman will be exposed to the working conditions and hazards outlined in the job description for *Bus Driver.* The Transportation Mechanic Foreman will be provided a uniform supplied by District for use during working hours.

Work Year: 260 days
Bargaining Unit: OSEA
FLSA Status: Non-Exempt
Date Approved: March 1, 2017
Date Revised: March 1, 2017

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.