

OZARK R-VI SCHOOL DISTRICT  
JOB DESCRIPTION

**TITLE: TRANSPORTATION-BUS MECHANIC FOREMAN**

**QUALIFICATIONS:**

1. Any combination of education, training, and experience equivalent to the completion of a high school diploma.
2. Special training and/or experience in the field of bus mechanics.
3. Experience as a bus mechanic foreman preferred.
4. Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential function of the position.
5. Ability to coordinate and direct others.
6. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

**REPORTS TO:** Director of Transportation

**JOB GOAL:** To keep the district's buses in a state of operating excellence.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises the diagnosing, assigning, and repairing of district buses.
2. Maintains a current inventory of supplies and equipment.
3. Establishes an efficient and effective system of routine maintenance and preventive care.
4. Sets up and supervises a system for the receipt and issuance of parts and supplies and the keeping of records and inventories.
5. Lays out, assigns, supervises, and inspects the work of the mechanics in the overhaul, repair and inspection of buses.
6. Assists in the recruitment, screening, training, and evaluations of garage employees and bus drivers.
7. Possess and maintain a current class B CDL with air brake, passenger, and school bus endorsement.
8. Drive a regular route or activity when called upon.
9. Promotes a high standard of safety and good housekeeping methods in all work-connected areas.
10. Demonstrates effective human relations and communication skills.
11. Adhere to good safety practices.
12. Adheres to all district rules, regulations, and policies.
13. Supervises other bus mechanics.
14. Other duties as required or assigned.

**PHYSICAL DEMANDS:** Regularly lift parts up to 150 pounds; ability to work in confined spaces for lengthy periods of time; repeated turning/twisting motions with all joints and waist; repeated push/pull on fingers, hands, wrists, shoulders, elbows and back; ability to stand in one location for up to one hour while working on equipment; climbing up and down on bus hoods and ladders; reaching and working with hands over head; repeated movements to and from the floor; standing and walking on concrete of up to 8 hours; sitting/typing for up to 2 hours daily.

**TERMS OF EMPLOYMENT:** Twelve months as per School Board Policy GDBDA, compensation as per salary schedule.

**TYPE OF POSITION:** Nonexempt

**EVALUATION:** Evaluated annually by Director of Transportation.

**APPROVED BY SCHOOL BOARD:** February 21, 2019