

Lauderdale County Schools
Florence, AL

Job Description

Position: Transportation Foreman

Department: Business Operations

Reports To: Director of Transportation

FLSA Status: Non-Exempt

Contract Days: 240 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: High School Diploma or Equivalent
2. At least one of the following:
 - a. Certificate of completion of a certified auto mechanic's apprenticeship.
 - b. Minimum of 5 years of verifiable experience as an auto or truck mechanic. Experience in a public school system is preferred.
3. Valid Alabama (Class B or above) Commercial Driver's License (CDL) with a passenger and school bus endorsement within six months of employment.
4. Certified with the State Department of Education as a mechanic in the area of general bus maintenance.
5. Possess computer skills relevant to the position.

Purpose of Job

To perform as Transportation Foreman within the School System Transportation Department. Duties and responsibilities involve all areas of vehicle maintenance diagnosis and repair on school buses, pick-up trucks, vans, tractors, forklifts, and cars owned by the School System. Administrative responsibilities as assigned.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conducts administrative duties as assigned.
- Serve as lead mechanic.
- Complete, and document finished work orders (Electronic Ticket System).
- Complete reports as necessary.
- Maintains equipment inventory.
- Take responsibility for proper care of all transportation, tools, equipment and supplies.
- Complete monthly bus inspections on time and file paperwork.
- Promote safety in garage by using proper tools and clean surroundings.
- Maintain shop records as request by the Transportation Supervisor.
- Ability to perform diagnostic and mechanical repair work without direct supervision.
- Ability to change and repair tires.

- Performs services and repairs on school buses, including but not limited to, diesel engines, injectors, pumps, automatic and standard transmission repair and replacement, wheelchair lifts, air brake systems and electrical systems.
- Knowledge of automotive trade practices, tools, and equipment.
- Follows prescribed preventative maintenance procedures on all vehicles
- Performs diagnostic inspections on automotive and other motorized or stationary equipment to identify problems, using mechanical, electrical, and electronic testing equipment.
- Responds to calls before and/or after regularly scheduled work hours as needed.
- Drives established school bus routes when required.
- Have a medical examination at least once every two years (Alabama DOT Physical) or once a year (if required by DOT Physical) for bus driving as needed.
- Must recertify CDL license every year.
- Maintains vehicle repair records including the nature of the repair, labor hours, and parts used in making repairs.
- Operates and road tests repaired vehicles to ensure proper function.
- Performs such other tasks and assumes such other responsibilities as the Director of Transportation may from time to time assign or delegate.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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. 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 regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)