



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** AUTOMOTIVE SHOP FOREPERSON  
**REPORTS TO:** Executive Transportation Officer **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** 12 Months  
**SALARY:** Range 272 - Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** September 25, 2016

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#### **JOB SUMMARY:**

Under general supervision from the Executive Transportation Officer, this position supervises a group of skilled automotive mechanics in connection with major overhaul and reconditioning of all types of automotive and heavy duty equipment. The essential functions of this position are planning and coordinating assignments of automotive mechanics; supervising automotive mechanics; inspecting shop equipment, machinery and facilities to assure proper maintenance and cleanliness; requisitioning supplies, parts and shop equipment; maintaining inventory records to ensure proper quality and quantity; preparing cost estimates on work orders and repairs; training and development of subordinate staff and performing related duties as assigned.

#### **CLASS CHARACTERISTICS:**

This position in this class has responsibility for assigning work tasks, and overseeing all mechanics. The employee is expected to take full responsibility for assigning work priorities, scheduling tasks, and ensuring maintenance jobs are completed correctly and in a timely manner. The position incumbent ensures that tools and equipment are available and in good working order when needed. The employee works closely with the Executive Transportation Officer to plan projects, estimate costs, and purchase supplies and equipment.

#### **ESSENTIAL FUNCTIONS:**

1. Supervises, often through the Executive Transportation Officer, the Mechanic Lead, Heavy-Duty Mechanic (Diesel) and Automotive Vehicle Mechanic.
2. Supervises the maintenance, repair, overhaul, and servicing of automotive, including gasoline, electric, and natural gas powered and/or heavy duty diesel equipment, including engines, drive trains, fuel systems, electrical systems, electronic automotive circuits, digital display systems, cooling systems, brake systems (air and hydraulic), chassis, wheels, suspensions and other parts of vehicles; supervises preventive maintenance programs including smog certifying programs.
3. Troubleshoots and diagnoses vehicle problems.
4. Oversees and supervises the maintenance of vehicle, and shop operating records.
5. Completes various reports and forms such as reports on downtime, parts research and invoice processing.
6. Utilizes and supervises the use of a variety of hand and power tools and machinery.
7. Reads, understands, and uses shop manuals, CD-ROM based diagnostic applications, diagrams, and electrical schematics.
8. Prepares cost estimates on work orders.
9. Responds and makes prompt decisions on emergency calls.
10. Requisitions supplies, parts, and materials necessary for the maintenance, repair, and servicing of vehicles; monitors warranty repairs and related paperwork.
11. Maintains open communication with his or her immediate supervisors.

12. Remain on-call for emergencies.
13. Performs other related duties as required.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**EDUCATION/TRAINING EXPERIENCE:**

- High School Diploma or equivalent.
- Completion of an auto or truck mechanics program at a recognized institution may be substituted on a year-for-year basis for experience lacking in equipment maintenance and repair up to a maximum of two years (30 semester or 45 quarter units from an accredited college or trade school is equal to one year.)
- Five years of full-time paid experience in equipment maintenance and repair, of which two years must have been in the maintenance and repair of gasoline, electric, natural gas powered and heavy duty diesel equipment. Possess a combination of education and technical experience including a minimum of 3 years diesel service and fleet experience.

**KNOWLEDGE OF:**

- Automotive, including gasoline, electric, and natural gas powered and heavy duty diesel equipment and parts and the function of each part.
- Automotive maintenance practices, procedures, and requirements and an understanding of the importance of a preventive maintenance program.
- The application and enforcement of safe work practices and conditions, toxic and hazardous substance laws, and emergency response procedures.
- Department policies and procedures.

**ABILITY TO:**

- Plan, assign, monitor, and review the work of subordinates in an automotive shop.
- Interpret, explain and enforce existing shop procedures, motivate subordinates to carry out plans and projects, and train employees.
- Access information electronically.
- Understand photographs and CD-Rom based diagnostic applications.
- Read instructions and interpret schematics, diagrams, diagnostic materials and warranty procedures.
- Troubleshoot malfunctions in automotive and diesel equipment and to determine repair requirements.
- Communicate clearly and effectively in reports, memos and other written documents.
- Communicate orally with supervisors, direct reports and other departmental personnel in a clear and understandable manner.
- Develop and implement work plans to ensure the best use of staff, machinery and facilities and to complete projects in a timely manner adhering to budget guidelines and constraints.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**SKILL TO:**

- Strong interpersonal and leadership skills.
- Critical thinking skills, as well as the ability to multi-task.

- Identify tools and shop equipment, have an understanding of their uses, and train others on their safe and proper usage.
- Proficiently use software applications including word-processing, spreadsheet, database, on-line forms, email, and Internet search engines.
- Establish and maintain effective working relationships.
- Work cooperatively with others.
- Attend required trainings and pass tests if provided.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor environment.
- Vehicle and equipment repair shop environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

**PHYSICAL DEMANDS:**

- Vision sufficient to read repair manuals, see small automotive parts and read road signs.
- Color vision to distinguish color coded parts and/or wiring.
- Hearing sufficient to hear sound from machine and equipment, sirens and normal conversation.
- Speech and hearing sufficient to receive instructions and relay information.
- Physical stamina sufficient to reach overhead above the shoulders and horizontally, agility to walk, bend at the waist, kneel or crouch, stoop, climb on ladders, and to crawl in small places.
- Climbing ladders and working from bus tops.
- Manual dexterity sufficient to use small hand tools and work with small bolts and screws.
- Strength sufficient to lift, carry, push and pull objects and equipment weighing up to 50 lbs., and move up to 100 lbs., using a dolly or hand truck.

**HAZARDS:**

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working around and with machinery having moving parts.
- Working at various heights.
- The District provides OSHA regulated safety training as needed.

**LICENSE/OTHER REQUIREMENTS:**

- Valid California School Bus Driver Certificate, may include restriction 1 (Automatic Transmission Only) and 6 (First Aid Waived, Must Comply 12522© VC.) Or have the ability to obtain a valid California School Bus Driver Certificate within six (6) months of appointment.
- Must have a valid forklift certificate.
- American Red Cross First Aid Certificate.
- Must pass a drug screening and physical exam.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### **Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

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