

**TITLE OF POSITION:** Shop Foreman – Mechanic IV

**CLASSIFICATION:** Transportation

**LOCATION:** Bus Garage

**SUPERVISOR:** Director of Transportation

**SALARY RANGE:** Placement on Classified Salary Schedule

**GENERAL DESCRIPTION:**

Maintain all school buses to meet Washington state specifications; direct shop personnel; maintain inventory of parts and tools.

**DUTIES AND RESPONSIBILITIES:**

1. **Manages the workload and delegates duties among co-workers.** Works with co-workers in diagnosing malfunctions and determining needed repairs. Schedule service, and maintenance requirements and repair of equipment for proper operation of district vehicles.
2. Advise the director of transportation in decisions regarding major repairs. Work with shop personnel in the overhaul and rebuild of engines, transmissions, differentials and other components, assemblies and systems.
3. Ability to utilize computer programs to facilitate all aspects of the motor pool operations.
4. Write repair orders, assign work, inspect and verify completed work, review recorded time and parts used on jobs. Maintains accurate vehicle records, file. Orders parts, materials and supplies required for proper maintenance of buses, related equipment and shop facilities. Controls parts stock level, tracks and accounts for all inventory.
5. Maintain accurate records on all equipment costs and submit required information for reports and forms as required.
6. Coordinates daily maintenance activities with director of transportation to insure that the bus fleet is ready at all times to meet operational needs.
7. Assists and recommends changes and additions to bus specifications in the interest of safety, durability and maintenance economy.
8. Evaluates needs and recommends purchase of new or replacement shop equipment, machines, tools and related items.
9. Requests quote from local commercial shops for repairs, which exceed the capability of the district garage. Assist in evaluating quotes and recommends repair assignments.

10. Assists director of transportation, or designee, in conducting on sited accident investigation. Evaluates and submits report of accident related vehicle damage and vandalism to the director of transportation.
11. Forwards all paperwork relating to shop personnel attendance to the transportation supervisor.
12. Establishes and maintains a positive relationship with the Transportation and Maintenance Departments.
13. Insures that all district school buses are ready for the twice-yearly WSP school bus inspection.
14. Assumes full responsibility for maintenance activities during the absence of director of transportation and **assistant director**.

Each of the positions in the Transportation Department serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

#### **QUALIFICATIONS:**

1. Five (5) years experience in the automotive maintenance field. Vocational training may be substituted for experience on a year-for-year basis, not to exceed two years.
2. Minimum three (3) years full-time experience as a journeyman automotive mechanic in a truck or bus maintenance facility.
3. One year full-time experience at the supervisory level in an automotive maintenance facility is desirable.
4. Possession of a valid Washington State driver's license with **CDL/P1 and S endorsements**.
5. Possession of Washington State School Bus Driver's authorization. First Aid and CPR card required.
6. Ability to maintain accurate records as pertain to all department functions.
7. Demonstrate leadership abilities.
8. Computer skills are necessary.
9. Must be able to maintain good rapport with students, staff, and the public.
10. Must be able to work in a team setting.