

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: SHOP FOREMAN

BASIC FUNCTION:

Under the direction of Supervisor of Transportation, organize, implement and participate in a complete program of maintenance and repair of transportation equipment and District vehicles; perform other work as assigned.

REPRESENTATIVE DUTIES:

Coordinate repair, maintenance and safe operation of transportation equipment and District vehicles. *E*

Perform mechanical duties. *E*

Prepare, maintain and submit records and reports as required. *E*

Promote safety. *E*

Inspect equipment for fire, sanitary and safety hazards. *E*

Supervise and monitor the work of shop personnel and provide instruction as necessary.

Initiate orders for supplies and parts as authorized.

Serve as a bus driver when necessary.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

The Shop Foreman works under the direct supervision of the Director of Transportation; may be required to exercise supervision over shop personnel.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Modern vehicle and equipment repair procedures.

Use of necessary materials, tools and equipment.

Safe driving practices provisions' of the Motor Vehicle Code and the Education Code applicable to the operation and maintenance of vehicles used to transport children.

ABILITY TO:

Assign and coordinate the work of shop personnel.
Follow verbal and written directions.
Exercise good judgment.
Supervise the maintenance and repair of vehicles and equipment.
Prepare reports.
Establish and maintain cooperative relationship with employees and public.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and experience in the fields of mechanics and fleet management and three years experience as a journeyman mechanic with diesel and gasoline powered vehicles instruction of apprentice mechanics; supervision of shop routines and fleet management.

LICENSES AND OTHER REQUIREMENTS:

Valid California Bus Driver's Certificate.
Current first aid card.
Any other certificates which may be required.
Fleet management.

WORKING CONDITIONS:

ENVIRONMENT:

Shop environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting and carrying heavy objects; bending; reaching above the shoulder, overhead and horizontally; crawling; seeing to perform and observe repairs; dexterity of hands and fingers to operate specialized tools and equipment; standing for extended periods of time; hearing to listen to engines.

HAZARDS:

Work around grease, diesel, gasoline and propane-powered equipment; solvents, paint, chemical cleaners, welding equipment, exhaust fumes and gasoline.

Legal Reference: California Education Code, Sections 45103, 45109
Policy Adopted: March 3, 1981
Policy Revised: July 7, 1981

Policy Revised: June 5, 1984

Policy Revised: April 4, 1995