Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Vehicle Maintenance Shop Foreman**	FLSA Status:	**Non-Exempt**
Job Family:	**Transportation**	Pay Range:	**TP60H**
Prepared/Revised Date:	**June 23, 2025**	Job Code:	**62904**

SUMMARY: Responsible for overseeing the day-to-day workflow and productivity of the vehicle maintenance department. Prioritize and direct the work of vehicle maintenance staff in maintaining district vehicle fleet and conditions. Prioritize work responsibilities and assign work to maintenance technicians. Address vehicle related concerns from Transportation Department drivers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Oversee and control all workflow coming into and out of the shop at both locations.
2. Assist technicians with repairs and fill in as a technician as needed.
3. Provide instructional guidance to new and/or entry level technicians.
4. Ensure all parts and labor are billed to work orders.
5. Assist parts coordinator with inventory control and audits.
6. Assign work orders to technicians. Monitor, analyze and streamline shop productivity.
7. Assist Vehicle Maintenance Manager with technician performance reviews.
8. Monitor consumable goods/shop supply levels including fluids and report needed items to the Parts Coordinator.
9. Assist Vehicle Maintenance Manager with monthly state fuel station inspections and Ullage logs.
10. Monitor driver write ups, categorize and convert to work orders. Provide status updates and feedback to drivers.
11. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Minimum 21 years of age
- Specialized technical courses including air brake systems
- Minimum 7 years in progressive automotive mechanical experience including medium/heavy duty diesel engines

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Pass Department of Transportation (DOT) physical
- Current Commercial Driver's License (CDL) Class B with passenger and school bus endorsement within 60 days of hire
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Preferred or ability to obtain:
  - Valid Colorado State Diesel Emissions Inspector's License
  - Valid CDE Annual Inspection and Preventative Maintenance of School Transportation Vehicles certification
  - Valid ASE certifications for light duty trucks and school buses

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Advanced skills to maintain and repair gas and diesel engines, drive train components, frames and chassis, brakes, tires, wheels, ignition systems, emission systems, fuel systems including carburetor and fuel injection systems, electrical systems, computer control systems, and pumping and holding systems as per manufacturer specifications and requirements
- Advanced ability to analyze and troubleshoot mechanical problems correctly
- Basic math and writing skills
- Ability to work a flexible schedule as assigned
- Advanced knowledge and competence in auto and truck mechanics and the ability to read and understand technical manuals and computer diagnostic equipment
- Ability to provide appropriate tools
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Advanced ability to use diagnostic and maintenance tools
- Advanced knowledge of diagnosing and repairing both gas and diesel engines
- Advanced Knowledge of diagnosing and repairing ignition systems, emission systems, fuel systems, and electrical systems
- Ability to operate oxygen-acetylene and MIG welding equipment
- Ability to safely operate a school bus

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Vehicle Maintenance Manager	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds				X
More than 100 pounds				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills			X	
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation	X			
Vibration				X

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	