

**Dumas ISD  
Shop Foreman  
Job Description**

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**Job Title: Shop Foreman**

**Wage/Hour Status: Nonexempt**

**Reports to: Director of Operations**

**Pay Grade: O**

**Dept./School: Transportation**

**Date Revised: 10-25-07**

**Primary Purpose:**

Supervise daily activities of vehicle repair and maintenance operation to ensure proper performance and safety of all district vehicles.

**Qualifications:**

**Education/Certification:**

Valid Texas commercial driver's license (Class B) with the following endorsements: S, Passenger, and Air Brakes.

Certified Texas vehicle safety inspector

**Special Knowledge/Skills:**

Advanced knowledge of automotive mechanics and maintenance

Ability to operate equipment and tools involved in vehicle repair

Ability to lift heavy equipment and vehicle parts

Ability to direct and supervise personnel and coordinate shop operations

Ability to pass alcohol and drug test

Ability to complete required bus driver safety training

Acceptable driving record

Ability to operate bus

**Experience:**

Five years experience in vehicle repair and maintenance procedures

Two years supervisory experience

**Major Responsibilities and Duties:**

**Maintenance and Repair**

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.
3. Assign priority and process vehicle repair work orders.
4. Evaluate and recommend all repairs. Provide cost estimates.
5. Assign all vehicle repairs to personnel and oversee completion.
6. Arrange contract repairs when work cannot be performed in shop.
7. Assign or perform welding and minor body work to keep vehicles operating.



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8. Perform routine vehicle maintenance and preventive care.
9. Establish preventive maintenance and care schedules.

## **Instruction**

10. Discuss mechanical problems with other mechanics and help them solve repair problems.

## **Inspection**

11. Inspect work performed by mechanics in overhaul and repair of district automotive equipment.
12. Review and approve completed work orders.
13. Perform state safety inspections for all district vehicles.

## **Safety**

14. Operate tools, equipment, and machinery according to prescribed safety procedures.
15. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
16. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

## **Driving**

17. Operate bus as needed and be familiar with bus routes.
18. Assist in training new drivers.

## **Inventory and Equipment**

19. Keep shop, equipment, and tools in safe operating condition.
20. Order equipment and supplies and maintain accurate records.
21. Recommend replacement of existing equipment.
22. Conduct annual inventory of physical equipment and supplies.
23. Supervise cleaning of buses by washing crew.
24. Direct the upkeep and appearance of shop and parking lot area.

## **Other**

25. Work irregular hours and respond to after-hours emergency calls as needed.
26. Load and unload tapes for video monitoring system.
27. Assist in preparation of department budget.

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- 28. Assist in recruiting, screening, training, and evaluation of shop employees.
- 29. Maintain accurate information for payroll reporting (time cards, tardiness, and absenteeism).
- 30. Understand laws and regulations on transportation and safety.

**Supervisory Responsibilities:**

Supervise and evaluate work of lead mechanic, mechanics, mechanic helper(s), and bus maintenance worker(s).

**Equipment Used:**

Small hand tools, drills drill press, grinder, air-powered tools, torch, jack, lift equipment, and video monitoring equipment. School bus and district vehicles.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, and with vehicles and machinery with moving parts. Frequent exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_