

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

TRANSPORTATION SHOP FOREMAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Six (6) years extensive, practical experience in all types of vehicle repair and maintenance.
- (3) Minimum of three (3) years supervisory experience in vehicle/bus service.
- (4) Valid Florida CDL Class B license.

KNOWLEDGE, SKILLS AND ABILITIES:

Supervisory skills. Knowledge of and skill to efficiently use the tools of the trade. Knowledge of federal, state and local laws and regulations affecting minimum maintenance standards for vehicles owned by the Levy County School Board. Knowledge of safety codes. Knowledge of and skill to perform transition and recovery of gases (Freon)

REPORTS TO:

Director, Transportation

JOB GOAL

To maintain a fleet of safe, operational buses and support vehicles as economically as possible for the school district.

SUPERVISES:

Mechanics

PERFORMANCE RESPONSIBILITIES:

- (1) Assist with establishing an effective, economical preventive maintenance program and maintenance schedules for all school buses and other vehicles.
- (2) Determine, with Mechanics, that repair and rehabilitation work is assigned appropriate priorities to the proper mechanics and that each vehicle is returned to operation in the quickest time practical, considering needs and economy of funds.
- (3) Determine that all maintenance repair and rehabilitation of vehicle objectives are being achieved within established timelines.
- (4) Assist with supervising/overseeing the overall operation of the vehicle maintenance and repair shop and supervising mechanics.
- (5) Inspect newly-purchased vehicles, equipment and tools to determine that they fully meet necessary specifications.
- (6) Investigate the need and determine the type of new equipment to properly maintain board-owned vehicles in accordance with state and federal regulations.
- (7) Determine the need for the purchase of oils, greases, tires and repair parts to meet the requirements for vehicle maintenance.
- (8) Determine the need for additional schooling and on-the-job training of mechanics.
- (9) Maintain records of all maintenance activities for all vehicles.
- (10) Use effective positive interpersonal communication skills.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- (12) Ability to work in a constant state of alertness and safe manner for extended periods of time.

TRANSPORTATION SHOP FOREMAN (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

**Job Description Supplement Code 8
Group 10 of the ESP Salary Schedule
DOE Job Code 78014**

BOARD APPROVED 01/14/2020