

## **LINDALE INDEPENDENT SCHOOL DISTRICT**

**Job Title:** Shop Foreman

**Wage/Hour Status:** Nonexempt

**Reports to:** Transportation Director

**Pay Grade:**

**Dept./School:** Transportation

**Primary Purpose:**

Perform minor mechanical repairs to ensure proper performance and safety of district vehicles. Work on projects assigned, follow established procedures.

**Qualifications:**

**Education/Certification:**

Valid Texas commercial driver's license (Class B)

**Special Knowledge/Skills:**

Ability to diagnose mechanical problems and perform repairs with general supervision  
Ability to operate equipment and tools involved in vehicle repair  
Ability to lift heavy equipment and vehicle parts  
Ability to pass alcohol and drug test  
Ability to pass required bus driver safety training  
Acceptable driving record  
Ability to operate bus

**Experience:**

Two years of experience as mechanic

**Major Responsibilities and Duties:**

**Maintenance and Repairs**

1. Use diagnostic equipment to evaluate mechanical problems in vehicles.
2. Perform minor mechanical repairs.
3. Help lead mechanic complete major repairs.
4. Do welding and minor body work.
5. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
6. Maintain accurate, updated records of preventive maintenance. Inspect vehicles and evaluate condition of systems, equipment, accessories, and lights; service as needed.
7. Demonstrate process of preventive maintenance and visual inspections to mechanic helpers.

8. Perform preventive maintenance, including bleeding of air tanks, on shop equipment according to established schedules.

**Safety**

9. Operate tools, equipment, and machinery according to prescribed safety procedures.
10. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
11. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
12. Help keep shop, equipment, and tools in safe operating condition.

**Other**

13. Maintain accurate records of time and materials required to perform repairs and service.
14. Operate buses and other vehicles as needed.
15. Work irregular hours as needed.

**Supervisory Responsibilities:**

None.

**Equipment Used:**

Automotive diagnostic equipment, wheel balancing equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift 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, vehicles, and machinery with moving parts. 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 \_\_\_\_\_