## ALBERTVILLE CITY SCHOOLS

## POSITION DESCRIPTION 5.08

Transportation Shop Foreman

QUALI	FICATIONS:	1. 2. 3. 4. 5.	High school diploma or GED Alabama Bus Mechanic Certification and Bus Driver Certification Hold a current Department of Transportation (DOT) physical certificate and/or an Alabama Bus Driver Physical Minimum 7 years' experience as a mechanic preferred Supervisory experience preferred				
REPORTS TO:		Transp	ortation Supervisor				
JOB GOAL:			Perform supervisory and skilled mechanical work and repair of school system buses and support vehicles and equipment.				
JOB D	UTIES:						
1.	Supervise mechanics on repair of all school system vehicles, as well as, perform mechanical work and repair as needed						
2.	Submit and maintain work orders for transportation department						
3.	Set priorities for repair and maintenance of all school system vehicles						
4.	Schedule vehicles and equipment for repairs and maintenance						
5.	Maintain a master list of all repairs made to school system vehicles						
6.	Maintain parts and equipment inventory to ensure parts, used on a daily basis, are available						
7.	Complete and maintain written monthly maintenance records and inspection reports						
8.	Inspect vehicles and equipment to determine if repairs are needed						
9.	Assist with establishing procedures relating to the repair and maintenance of all vehicles and equipment.						
10.	Coordinate warranty work and problem resolution with factory representatives						
11.	Work with state school bus inspector on annual inspections or inspections of new or used buses						
12.	Maintain a good working relationship with all school system employees						
13.	Ensure employees are informed of rules, regulations						

- 14. Maintain professional growth and competence through professional development <u>as per Board</u> <u>Policy 5.5 Personnel – Professional Development</u>
- 16. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
- 17. Perform other duties as may be assigned.

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## **Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		9-Month	🗌 10-Month	🗌 11-Month	12-Month			
EXPECTED W	ORK DAY:	8 Hours						
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position							
EVALUATION:	I: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements							
Reviewed and a	agreed to by:	Employee		Date				
Principal/Progra	m Coordinator Initials	_	🗌 Human Reso	urce Initials				

BOARD APPROVED: 9/20/16