

**TITLE:** Transportation Shop Foreman

**QUALIFICATIONS:**

1. High school diploma or GED
2. Alabama Bus Mechanic Certification and Bus Driver Certification
3. Hold a current Department of Transportation (DOT) physical certificate and/or an Alabama Bus Driver Physical
4. Minimum 7 years' experience as a mechanic preferred
5. Supervisory experience preferred

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:** Perform supervisory and skilled mechanical work and repair of school system buses and support vehicles and equipment.

**JOB DUTIES:**

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 **as per Board Policy 5.5 Personnel – Professional Development**
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.

