

## MACON COUNTY SCHOOLS

### BUS SHOP FOREMAN

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school or vocational school diploma or equivalent.
- (2) Minimum of at least six (6) years of progressively responsible mechanic experience including one (1) year at the supervisory level; or an equivalent combination of training and experience.
- (3) Valid Alabama Commercial Driver's License (CDL).
- (4) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the construction, assembly, adjustment, and maintenance of a variety of automobiles, buses, trucks and other heavy equipment. Considerable knowledge of the methods and practices used to repair and renovate automotive and heavy equipment, especially as applied to mechanical operations. Considerable knowledge of instruments employed in testing the operation and repair of automotive and heavy equipment such as ammeters, volt meters, micrometers, calipers, dividers, dial gauges, compression gauges and other testing devices. Ability to diagnose defects in automotive equipment and either personally perform or instruct subordinates in proof techniques for fixing defects. Ability to make road tests and other checks of the effectiveness of repair and maintenance work. Ability to direct and supervise the work of mechanics and mechanic assistants, including both skilled and unskilled crafts. Ability to keep time, work, and repair records of shop operations. Considerable skill in the application and/or supervision of modern methods and techniques used in the repair and renovation of automotive equipment and in the care and use of pertinent tools, equipment, and facilities.

#### REPORTS TO:

Superintendent or designee

#### JOB GOAL

To lead and direct other mechanics in the repair and maintenance services for automobiles, buses, trucks, and other heavy equipment.

#### SUPERVISES:

Assigned Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Direct the flow of work provided within the shop and make general and detailed assignments to subordinates.
- \* (2) Inspect, test, and road check equipment to determine the nature of defects and failures, and as a review of the work of automotive and heavy equipment mechanics and helpers to whom repair and maintenance jobs are assigned.
- \* (3) Provide records of work performed to the supervisor.

**BUS SHOP FOREMAN (Continued)**

- \* (4) Requisition repair parts, fuel, lubricants, supplies and equipment required in the maintenance and garage operation.
- \* (5) Assist Transportation Director in determining the most economical way to repair equipment.
- \* (6) Perform functions of mechanic and related work as required.
- \* (7) Communicate effectively with the mechanics, staff members and other contact persons.
- \* (8) Follow attendance, punctuality and proper dress rules.
- \* (9) Ensure adherence to good safety standards.
- \*(10) Maintain confidentiality regarding school/workplace matters.
- \*(11) Model and maintain high ethical standards.
- \*(12) Demonstrate initiative in the performance of assigned responsibilities.
- \*(13) Maintain expertise in assigned area.
- \*(14) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(15) Keep supervisor informed of potential problems or unusual events.
- \*(16) Exhibit interpersonal skills as an effective team member.
- \*(17) Demonstrate support for the school system and its goals and priorities.
- \*(18) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(19) Prepare all required reports and maintain all appropriate records.
- \*(20) May be required to work beyond the 40-hour week.
- (21) Perform other tasks consistent with the goals and objectives of this position.

**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 system's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the system.

**EVALUATION:**

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

**Job Description Supplement No. 01**

\*Essential Performance Responsibilities