

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MARCH 2019
RANGE: 50.5
CLASSIFIED
CODE: 2, 3, 7, 9

SHOP FOREMAN

DEFINITION

The shop foreman will plan, organize, coordinate, and prioritize the work of vehicle maintenance personnel; provide close observation of personnel in performing a variety of diagnoses and repair, overhaul, and maintenance of school buses, trucks, tractors, cars, and ground equipment.

EXAMPLES OF DUTIES

Oversee the inspection and diagnose mechanical defects on a variety of gasoline and diesel powered buses, trucks, automobiles and other motorized equipment;

review workorders;

plan and assign work;

determine mechanical defects and malfunctions;

oversee rebuilding or replacement of engines, transmissions, differentials, starters, generators, braking systems, clutches, carburetors, fuel injection, and electrical systems, and other vehicle components;

oversee the use of hand and shop tools and equipment, and their safe use;

monitor safe operating practices in and around the shop area;

estimate time and material costs concerning repair and maintenance of motorized equipment;

coordinate the response to emergency roadside service needs;

review, inspect, organize, schedule and monitor the work of shop personnel;

assist skilled shop personnel in solving unusual and unforeseen mechanical service problems;

monitor the road testing of equipment to ensure that malfunctions have been corrected;

assist in the requisitioning of parts and inventory levels and supplies;

maintain a variety of records and files pertaining to the mechanical service task, and prepare operational reports as required;

write service requests for vehicle maintenance clientele;

enter and retrieve data using the vehicle maintenance computer software program.

QUALIFICATIONS

Knowledge of:

Methods, techniques, tools and equipment used in the maintenance and repair of a variety of heavy duty gasoline and diesel powered motorized vehicles and equipment;

principles and theories of the internal combustion engines;

legal mandates, policies, regulations, and guidelines pertaining to the repair, overhaul, and preventative maintenance of pupil transportation and automotive equipment

Ability to:

Diagnose and locate mechanical and electrical malfunctions and defects;

perform skilled and specialized journeyman level gasoline and diesel powered equipment repair, overhaul and maintenance functions;

operate a variety of motorized equipment as required by the position;

interpret mechanical, electrical and air schematics and diagrams;

obtain during the probationary period, "A.S.E." certification for the repair of school bus brakes, steering and electrical systems;

operate computers in DOS and Windows environments;

operate a computer utilizing the basic software programs for word processing and spread sheets;

maintain records and files and be able to provide valuable input for operations reports;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with office and shop personnel as well as district personnel;

lift 50 pounds;

climb ladders;

stoop, bend, kneel, squat, crawl and stand for long periods of time;

work with arms extended above the body;

work on equipment extended as much as ten (10) feet from the ground;

be available to work eight (8) hour shift which may begin at 5:00 a.m. or end at 12:00 a.m.;

see and hear sufficiently to perform duties listed above.

Experience:

Four (4) years of experience as a journeyman level heavy duty mechanic, including one (1) year in a lead or supervisory capacity.

Education:

Completion of the twelfth grade, supplemented by specialized training or course work in gasoline and diesel powered equipment repair, overhaul and maintenance, and in the organization and coordination of a mechanical service department.

License Requirements:

Must possess a valid Class B, California Drivers Licenses, with a passenger endorsement, or obtain one within six months of employment.

Conditions of employment:

A preplacement medical assessment and substance abuse test, at office expense, is a condition of appointment after all other required job conditions have been met.

Must maintain proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

3/8/19

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