

Jefferson County Schools

Job Description

Position:	Transportation Shop Foreman
Immediate	
Supervisory:	Coordinator of Transportation; Chief Mechanic
FLSA:	Non-Exempt
Employment Term:	Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by RCBOE
Salary:	Pursuant to WV Code §18A-4-8a, in accordance with Jefferson County Salary Scale, Pay Grade G commensurate with experience and education level
Evaluation:	Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and JCBOE's Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: [The transportation shop foreman is required to perform, assist, and supervise personnel in a variety of skilled tasks within the transportation department for the maintenance and repair of any vehicle within the JCBOE's fleet and related district facilities.](#)

RESPONSIBILITIES:

1. Maintains Positive Work Habits:
 - Observes the assigned work schedule
 - Is punctual and accurate with reports
 - Complies with county/school policies and regulations
 - Completes required tasks with a minimum of supervision
 - Keeps work environment and equipment well kept and free
 - Is cooperative and willing to work as part of a team
 - Demonstrates tact and self control
 - Practices good public relations
 - Dress is appropriate and conforms to safety standards
 - Will comply with State and Federal minimum standards
2. Performance:
 - Demonstrates good judgment
 - Resolves problem situations with minimal assistance from the supervisor
 - Exercises good judgment during unusual situations
 - Practices responsibility in care and use of equipment

3. Professional Development:

Keeps current with West Virginia laws and regulations
Participates in job related training

PERFORMANCE RESPONSIBILITIES:

Experience working and supervising or assisting the operation of a bus garage.

Thorough knowledge of the operation of gas and diesel engines; thorough knowledge of Federal, State, and local laws and policies involving school vehicles; basis knowledge of computer operations; ability to communicate effectively, both verbally and in writing; ability to lead and supervise others, understanding of various welding techniques

A valid commercial driver's license, a valid State inspector's license

Knowledge of tools necessary to conduct routine and preventative maintenance

Knowledge of diesel / gasoline engines

Knowledge of air brake systems

Knowledge of air-ride suspensions

Knowledge of Steering and Differential

Knowledge of transmissions

Knowledge of body electrical

Knowledge of emissions

Knowledge of cooling systems

Knowledge of fuel systems

Knowledge of inspection process for Department of Motor Vehicle and WV
Department of Education.

Be able to remove and install interior components including but not limited to
dash panels and seat upholstery.

Be willing to read and increase knowledge base on own time, to meet changing
industry standards.

Must be able to qualify as a state motor vehicle inspector

Must be able to substitute as a school bus operator if needed

Must be willing to be on call during non-working hours as assigned by immediate
supervisor

Must participate in in-service training

Be able to perform all major and minor repairs as assigned by immediate supervisor

Be able to assist in conducting of safety inspections on vehicles

Be able to advise the shop coordinator of the mechanical/operating conditions of
vehicles and needed repairs

Be able to assist in the procurement of necessary spare parts and operating
equipment

Be able to assist in providing technical training for the bus operators

Be able to assist in the preparation of maintenance records

MINIMUM QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of "Qualifications" in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test) as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

“Foreman” means a skilled person employed to supervise personnel who work in the maintenance and repair of automobiles, school buses, and other mechanical and mobile equipment to use in a county school system. (Pursuant to WV § 18A-4-8).

Demonstrate experience in automobile, truck and bus maintenance and repair.

Demonstrate ability in major mechanical repairs

Hold a valid West Virginia Driver’s license and school bus driver’s license.

Hold a valid State Department of Education Mechanic’s certificate

Demonstrate appropriate safety, hygiene and health standards

Demonstrate supervisory experience and /or training

Demonstrate safety of work area

Create and adhere to schedules; demonstrate punctuality

Be willing to be called out in emergency situations

Demonstrate flexibility and adjusting to change

Demonstrate courtesy and tactfulness in interpersonal relations

Demonstrate dependability

Demonstrate understanding and implementing responsibilities

Demonstrate ability to use good judgment and make good decisions

Experience in repairs and maintenance of a variety of vehicles both gasoline and diesel

Knowledge of tools required

Experience in operating hydraulic lifts

Must possess and maintain a WV CDL license with passenger and school bus Endorsement

Must pass and maintain test for State School Bus Operator’s Certification

Ability to write reports and complete work orders consistent with the duties

Ability to effectively present information and respond to questions from administrators, staff, general public and inspectors

Ability to analyze and interpret schematics of various vehicle systems

Ability to define problems, collect, review and analyze data; establish and draw conclusions

Ability to apply and assist personnel in applying manufacturer's, inspectors, or administrators recommendations

Ability to perform duties in full compliance with state and county requirements
Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position
Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position
Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position
Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position
Ability to perform all computer skills necessary to

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, pull, push, grasp, climb, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee is **frequently required to lift and move up to 75 pounds without assistance**. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work surface includes concrete floors with below surface pits for maintenance work involving the under-carriage of vehicles. The work environment includes close quarters of vehicle interiors and under vehicle hoods. The temperature can range from below freezing to 90°F when vehicles are stranded in inclement weather due to mechanical failures or road conditions. The work surface can be wet and slippery. The noise level in the work environment is moderate loud to very loud (70-112 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.