

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: SHOP FOREMAN

REPORTS TO: Transportation Manager, or designee

RESPONSIBILITIES:

1. Assign, supervise, and work with subordinates to diagnose malfunctions; to determine repair, service, and maintenance requirements; and to repair or adjust District vehicles and motorized equipment for proper operation.
2. Assign, supervise, and work with subordinates in the overhaul and rebuild of gas and diesel engines, transmissions, differentials, and other components, assemblies, and systems.
3. Organize preventative maintenance schedules for all District motorized equipment and assign routine preventative maintenance work.
4. Maintain a current budget accounting of parts and equipment purchases.
5. Receive requests for repairs from bus drivers and other District employees; write clear vehicle repair orders.
6. Assign and prioritize vehicle repair schedules for the shop mechanics; advise District employees as to repair schedules and anticipated completion dates.
7. Assist the Transportation Manager with the preparation of evaluations of mechanics and service specialist.
8. Maintain a current inventory of supplies and equipment.
9. Set up and supervise a system for the receipt and issuance of parts and supplies and keep records and inventories.
10. Assist in the recruitment, screening, training, and evaluation of garage employees.
11. Promote high standards of safety and good housekeeping methods in all work connected areas.
12. Purchase parts, materials, and supplies required for proper maintenance of buses, related equipment, and shop facilities.
13. Coordinate maintenance activities with operations to ensure that the bus fleet is in a ready state at all times to meet operational needs.
14. Assist and recommend changes and additions to bus specifications in the interest of safety, durability, and maintenance economy.
15. Assign work, inspect and verify completed work, review recorded time and parts used on jobs, maintain vehicle records file, and control parts stock level and accounting.

RESPONSIBILITIES: (Continued)

16. Evaluate needs and recommend purchase of new or replacement shop equipment, machines, tools, and related items.
17. Assume full responsibility for maintenance activities during the absence of the Transportation Manager.
18. Arrange for bids from local commercial shops for repairs which exceed the capability of the District garage. Assist in evaluating bids and recommend award to the lowest bidder who will best serve the needs of the District.
19. Perform such other tasks and assume such other responsibilities as the Transportation Manager may assign.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Five (5) years experience in the heavy duty diesel and vehicle automotive maintenance fields. Vocational training may be substituted for experience on a year-for-year basis, not to exceed two (2) years.
3. One (1) year full-time experience as a journeyman diesel mechanic in a truck or bus maintenance facility.
4. One (1) year full-time experience at the supervisory level in an equipment maintenance facility.
5. Possess a valid Washington State commercial driver's license, Class A or Class B.
6. Ability to establish and maintain cooperative relations with other employees, students, and the public.
7. Ability to communicate effectively orally and in writing.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.