

Shop Foreman I (anticipated)

JOB STATUS: OPEN

POSTING DATE: 01/18/2023

POSTING NUMBER: 039949

POSITION TITLE: Shop Foreman I (anticipated)

JOB DESCRIPTION:

Coordinate and supervise the day-to-day activities of the shop personnel to maintain the safety and reliability of the fleet. Assist shop personnel with continuing training and completing job assignments.

DUTIES and RESPONSIBILITIES:

1. Evaluate fleet for repair or replacement.
2. Generate work orders, prioritize and assign jobs to technicians.
3. Ensure completion and quality of repairs preformed.
4. Instruct how and ensure that repair descriptions are clear and concise.
5. Ensure all parts are recorded and repair orders are closed.
6. Maintain accurate records of fleet maintenance and repairs.
7. Participate in the hiring and training of shop employees.
8. Evaluate employee job performance and abilities.
9. Train technicians to ensure proper repairs are completed.
10. Oversee mentoring program under the directive of the Fleet Manager.
11. Responsible for checking buses for specific standards of performance and operation.
12. Evaluate mechanical problems in vehicles using diagnostic equipment.
13. Rebuild, replace, or repair major vehicle components, assemblies, and systems including engines, transmissions, suspensions, etc.
14. Check and repair electrical and cooling systems.
15. Install heaters and similar accessories.
16. Analyze engine performance and perform tune-ups as needed.
17. Perform routine vehicle maintenance and preventive care.
18. Diagnose and repair air conditioning systems.
19. Diagnose hydraulic and electrical wheel chair lift problems.
20. Continue education and certifications by seeking out and attending training and schooling opportunities.
21. Promote a positive, professional, and friendly atmosphere.
22. Operate tools, equipment, and machinery according to prescribed safety procedures.
23. Follow established safety procedures and techniques to perform job.
24. Help keep shop, equipment, and tools in safe operating condition.
25. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
26. Work irregular hours as needed.

27. Maintain accurate records of time and materials required to perform repairs and service.
28. Drive a school bus route as needed.
29. Other duties as assigned.

EXPERIENCE:

- Seven (7) years Auto and Heavy-Duty fleet Diagnoses and repair experience
- Five (5) years in Auto-air-conditioning diagnostics and repair
- Five (5) years engine and transmission drivability diagnoses and repair
- Three (3) years supervisory or leadership role

QUALIFICATIONS:

Education/Certification:

- High School Diploma/GED
- A valid Texas Commercial Driver's Class B license with P and S endorsements or must obtain within 180 workdays of hire
- Ability to pass random alcohol and drug test
- Acceptable driving record
- Formal training in Auto and/or Heavy-Duty repair, or seven (7) years verifiable experience in school bus repair
- ASE and/or TASBT School Bus Technician Certified
- Maintain current ASE and or TASBT certifications
- A/C recovery and recycling certification
- TXDPS State Certified Vehicle Safety Inspector or must obtain within 90 workdays of hire
- Must obtain and maintain TCEQ Class A and B UST Facility Operator Certificate within 90 days of employment

Special Knowledge/Skills:

- Extensive knowledge of diesel and gas engine maintenance and repair
- Ability to perform all mechanical needs of fleet maintenance
- Ability to diagnose and analyze most vehicle mechanical and drivability problems and needs in fleet operations
- Ability to meet the physical demands of mechanical repairs
- Ability to work with bus drivers on fleet maintenance
- Ability to operate equipment and tools involved in vehicle repair
- Ability to weld and perform minor body work
- Ability to lift heavy equipment and vehicle parts
- Ability to diagnose and repair body electrical, batteries, starting and charging systems
- Proficient computer skills with office systems, word, excel, power point, etc.
- Proficient in RTA or equivalent Fleet Management System
- Extensive knowledge of parts and maintenance on vehicles
- Extensive knowledge of multiplexing, electronic systems, drivability issues
- Strong communication, training and leadership skills
- Ability to maintain composure under stressful situations

CONTACT INFORMATION:

EQUIPMENT USED: Small hand tools, drills, drill press, grinder, air-powered tools, torch, jacks, life equipment, and video monitoring equipment; school buses and district vehicles.

Mental Demands/Physical Demands/Environment Factors: The ability to maintain emotional control under stress. Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, in various weather conditions, around moving objects, vehicles and machinery with moving parts. Work in damp and humid conditions, around corrosive chemicals, exhaust fumes, gasoline and diesel fuel.

APPLY TO:

Submit an online auxiliary application. Contact Peggy Miller, Transportation Department at psmiller@conroeisd.net to schedule an interview.

SALARY: PAY GRADE: AUX - 9 - Minimum hourly rate - \$29.00

DAYS: 226