



# Mobile County PUBLIC SCHOOLS

## Job Description Title – TRANSPORTATION FOREMAN

**SUPERVISED BY/REPORTS TO:** Transportation Fleet Manager

**FLSA Designation:** Non-exempt

### **PURPOSE OF JOB:**

To perform as Transportation Working Foreman within the School System Transportation Department. Duties and responsibilities involve all areas of vehicle maintenance, diagnosis, and repair on school buses, pickup trucks, vans, tractors, forklifts, and cars owned by the school system. Considerable knowledge of the principals, methods, and techniques of motor vehicle maintenance and repair. Administrative responsibilities as assigned.

### **QUALIFICATIONS:**

- Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Must be a high school graduate from a regionally accredited school or have GED equivalent.
- An Associate's Degree and/or eight-years of Transportation Operations experience is preferred.
- Must possess a valid Alabama (Class B or above) Commercial Driver's License and State School Bus Driver's Certificate within six months of date of hire. Must renew licenses at every renewable period in order to remain in the position.
- Must be certified with the State Department of Education as a mechanic in the area of bus maintenance.
- Must keep up with physicals as required for appropriate licenses.
- Must have a strong work ethic, positive attitude, and be very detail oriented.
- Must have excellent time management skills, with the ability to prioritize and multi-task.
- Must be a self-starter, performing a wide range of functions without boundaries.
- Must be insurable as determined by MCPSS personnel, into private and business driving records, within any three (3) year time frame.
- Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
- Good general health, clean in attire and appearance.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents including safety rules, equipment manuals, attendance instructions, and school and district procedure manuals. Ability to write routine reports and correspondence. Must have the ability to understand and follow oral and written instructions. Must possess excellent communication skills for short and long-term projects.

## **REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

## **COMPUTER SKILLS:**

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must use technology to communicate, to produce and to maintain reports, and to correspond with district staff and other team members.

## **PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job:

- The employee is frequently required to sit, walk, or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, ability to grasp, push, pull, lift, and mobility to perform job responsibilities.
- The employee must occasionally lift and/or move up to 25 pounds and push or pull up to 50 pounds.
- The specific vision abilities required by this job include close, distance, and peripheral vision, depth perception, and ability to adjust focus.

## **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.*

1. Serves as lead mechanic and conducts administrative duties as assigned. Assigns work, monitors the workflow and inspects completed work as necessary to ensure quality and quantity.
2. Complete, and document finished work orders (Electronic Ticket System). Complete reports as necessary. Maintains equipment inventory and maintains all inventory procedures involving shop equipment, supplies, and parts. Completes monthly bus inspections on time and files paperwork. Maintains shop records as requested by the Transportation Supervisor.
3. Ability to perform diagnostic and mechanical repair work without direct supervision. Instructs other personnel on proper repair procedures. Follows prescribed preventive maintenance procedures on all vehicles. Coordinates and monitors the servicing, lubrication, tire repair, and cleaning of bus/automotive equipment.
4. Performs services and repairs on school buses, including but not limited to, diesel engines, injectors, automatic and standard transmission repair and replacement, wheelchair lifts, air brake systems and electrical systems.
5. Knowledge of automotive trade practices, tools and equipment. Takes responsibility for proper care of all transportation, tools, equipment and supplies. Maintains and promotes safety in garage by using proper tools and clean surroundings and that all personnel are familiar with and utilizes proper safety techniques and procedures.
6. Provides on the job instruction of repair and service practices for other employees. Schedules and assigns work to be done by other employees in the garage. Participates in the screening, selection and discipline of garage employees.
7. Maintains availability at any hour to assist in the event of any emergency due to vehicle breakdown or other emergency condition. Drives established school bus routes when required.
8. Must have the ability to perform the functions of the job, stability and willingness to work in a highly demanding, stressful environment.

9. Maintains appropriate confidentiality regarding school/workplace matters.
10. Attends all required training meetings and workshops.
11. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
12. Reports absences and takes leave in accordance with Board policies and procedures.
13. Adheres to school system rules, administrative procedures, local Board policies, and state, federal regulations.
14. Works well with all supervisors and other members of the team.
15. Performs other duties assigned by appropriate administrator.

### **OTHER REQUIRED SKILLS and ABILITIES:**

- Ability to work in a friendly manner with co-workers and students.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.

### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- ✓ The employee works primarily indoors in a mechanical shop with limited climate control. While performing the duties of this job, the employee may be outside for brief periods where the temperatures are above 100° or below 32°.
- ✓ The employee must be able to meet deadlines with severe time constraints and interact with public and other workers.
- ✓ The employee may be exposed to noise levels that are loud enough in a warehouse, garage, that the employee must raise his/her voice to be heard. May be outside where the employee has to raise their voice to be heard some distance.

### **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the Transportation Fleet Manager or his/her designee.

### **TERMS OF EMPLOYMENT**

12-months (260 days) 8 hours per day. Daily work schedule will be determined by the Transportation Fleet Manager or his/her designee. Work schedules are subject to change. The At Will Employee is subject to the Students First Act of 2011 and other applicable state and federal laws.

### **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.