

Cypress-Fairbanks Independent School District

Assistant Shop Foreman - Transportation Dept. (1429)

JOB POSTING

Job Details

Title **Assistant Shop Foreman - Transportation Dept.**

Posting ID **1429**

Description

QUALIFICATIONS:

1. Four (4) years experience in vehicle repair and maintenance procedures.
2. Two (2) years supervisory experience preferred.
3. Clear and valid Texas Class A commercial driver's license with Passenger (P) and School Bus (S) endorsements (or ability to obtain).
4. Possess six Automotive Service Excellence (ASE) Certified Automobile/Light Truck, Medium/Light Duty Truck, or School Bus certificates or demonstrate proficiency in each.
5. Advanced knowledge of automotive mechanics and maintenance.
6. Ability to diagnose mechanical problems and perform repairs.
7. Ability to operate equipment and tools involved in vehicle repair.
8. Ability to lift heavy equipment and vehicle parts.
9. Ability to direct and supervise personnel and coordinate shop operations.
10. Ability to pass alcohol and drug test and annual physical exam.
11. Ability to complete required bus driver safety training.
12. Ability to operate bus.
13. Possess effective communication skills.

TERMS OF EMPLOYMENT:

260 days

SALARY/PAYGRADE:

\$22.12/HS10

Salary (based on verifiable job-related experience) as set by the Board of Trustees for the school year 2016-2017

ESSENTIAL FUNCTIONS:

1. Serve as lead supervisor of assigned transportation shop in the absence of shop foreman.
2. Assign priority to work orders and process them, including tracking of labor and materials required to perform repairs, service, and preventive maintenance.
3. Assign vehicle repairs and maintenance to shop personnel.
4. Discuss mechanical problems with drivers and mechanics and assist them in solving repair problems.
5. Monitor progress of work and conduct follow-up inspections of completed work.
6. Assign or perform welding and minor body work.
7. Use diagnostic equipment to evaluate and resolve mechanical problems in vehicles.
8. Perform major and minor vehicle repairs, service, and maintenance.
9. Direct and monitor shop employees at assigned center.
10. Provide on-the-job training to shop employees.
11. Monitor time and attendance for payroll reporting (time cards, tardiness, and absenteeism).
12. Instruct assigned personnel on safety procedures and proper use of equipment and tools.
13. Operate tools, equipment, and machinery according to established safety procedures.
14. Maintain and promote safety in the shop by ensuring established safety procedures and techniques are followed including lifting, climbing, etc.
15. Address and correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
16. Ensure that equipment is in safe operating condition and perform preventive maintenance.
17. Operate school buses and other vehicles as needed.
18. Work irregular hours and respond to after-hours emergency calls as needed.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts, work on ladders and creepers. Frequent exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

Equipment Used:

Diagnostic equipment; wheel balancing and tire repair equipment. Small hand tools, drills/drill press, grinder, air-powered tools, welding torch, jack/lift equipment. School bus and district vehicles.

APPLICATION INFORMATION:

Kayne Smith, Assistant Director
Human Resources – Transportation Dept.
Phone: 281-517-2668
Email: kayne.smith@cfisd.net

DEADLINE TO APPLY:

December 19, 2016 or until filled

Applications will be reviewed
Not all applicants will be interviewed

Hiring Managers may choose to email you regarding this application. Please monitor your email regularly for any communication.

Shift Type

Full-Time

Salary Range

Per Hour

Location

TRANSPORTATION

Applications Accepted

Start Date

12/06/2016