

Cypress-Fairbanks Independent School District

Shop Foreman - Transportation Dept. (1564)

JOB POSTING

Job Details

<i>Title</i>	Shop Foreman - Transportation Dept.
<i>Posting ID</i>	1564
<i>Description</i>	QUALIFICATIONS: <ol style="list-style-type: none">1. Four (4) years experience in vehicle repair and maintenance procedures.2. Three (3) years supervisory experience.3. Clear and valid Texas commercial driver's license (Class B) with Passenger (P) and School Bus (S) endorsements.4. Automotive Service Excellence (ASE) Certified Automobile/Light Truck, Medium/Light Duty Truck, or School Bus Technician.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. Effective communication skills TERMS OF EMPLOYMENT: <p>260 days</p> SALARY/PAYGRADE: <p>\$24.77/HS11 Salary (based on verifiable job-related experience) as set by the Board of Trustees for the school year 2016-2017</p> ESSENTIAL FUNCTIONS: <ol style="list-style-type: none">1. Assist in coordinating the operation of a safe and efficient maintenance program for district vehicles.2. Assign priority to work orders and process them, including tracking of labor and materials required to perform repairs, service, and preventative maintenance.3. Evaluate and recommend all repairs. Provide cost estimates.4. Assign all vehicle repairs and maintenance to shop personnel.5. Discuss mechanical problems with drivers and mechanics and assist them in solving repair problems.6. Monitor progress of work and conduct follow-up inspections of completed work.7. Coordinate contract repairs and service.8. Assign or perform welding and minor body work.9. Use diagnostic equipment to evaluate and resolve mechanical problems in vehicles.10. Perform major and minor vehicle repairs, service, and maintenance.11. Authorize and approve expenditures for all repair and replacement of supplies, tools, and equipment.12. Maintain inventory of district-owned tools, equipment, and materials.13. Supervise and evaluate shop workers at assigned center.14. Prepare work schedules for shop personnel.15. Provide on-the-job training to shop employees.16. Assist with the screening and selection of shop employees.17. Authorize time and attendance for payroll reporting (time cards, tardiness, and absenteeism).18. Instruct assigned personnel on safety procedures and proper use of equipment and tools.19. Operate tools, equipment, and machinery according to established safety procedures.20. Maintain and promote safety in the shop by ensuring established safety procedures and techniques are followed including lifting, climbing, etc.21. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.22. Ensure that equipment is in safe operating condition and perform preventative maintenance.

- 23. Coordinate the assignment of buses for all trips.
- 24. Operate buses and other vehicles as needed.
- 25. 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.

APPLICATION INFORMATION:

William Powell, Director
Transportation Department
Phone: 281-897-4384
Email: william.powell@cfisd.net

DEADLINE TO APPLY:

January 3, 2017 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

12/16/2016