AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ASSISTANT FOREMAN SHOP**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**AUX 10**	DUTY DAYS:	**260**	DATE REVISED:	**03/24/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent is required. Training in a specialized field such as automotive and truck mechanics is required. Two (2) years of experience in diesel vehicle repair and four (4) years of total experience performing complex mechanical work is required. Incumbent must be certified as follows: a valid Texas Commercial Driver Licenses (CDL-B), State of Texas School Bus Driver Certification, Texas School Bus Driver Training course (all kept renewed and current), Austin ISD Training Program for School Bus Drivers, and Texas Education Agency Motor Vehicle Record check and Bus Driver Annual Physical Examination. Employees in this position are subject to random drug testing. This position requires the incumbent to be on call twenty-four (24) hours a day for breakdowns and accident coverage.

SKILL REQUIREMENTS:

This position requires knowledge of automobile and truck functions, air conditioning systems, welding process, transmissions, drive lines, brake systems, cooling systems and all operating functions of the buses. Incumbents in this class must have knowledge of Austin ISD policies and procedures and motor vehicle laws; excellent work habits and ability to follow oral and written instructions; and the ability to work independently and make responsible decisions in emergency situations. Incumbents must meet all the criteria set for bus drivers in relation to being able to drive buses. This position also requires the ability to keep accurate written and computer records. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for the Preventative Maintenance Program and performs skilled motor vehicle, automotive, and bus repairs and preventive maintenance work. Incumbent supervises line mechanics in the absence of the Shop Foreman. This role will be responsible for developing and implementing innovative and sustainable transportation strategies that conserve costs, reduce climate impact, and carbon intensity, and help AISD be responsible stewards of our environment.

ESSENTIAL FUNCTIONS:

- Check and adjust brakes and/or replace any defect found during each school bus preventative maintenance inspection, including brakes, oil, drive train, and lights.
- Perform daily repairs on specific malfunctions as reported by Bus Drivers and/or observed by the mechanic.
- Check incoming and outgoing repair requests.
- Assign priorities to work orders, and mechanics to perform work.
- Respond to breakdowns and/or accidents as quickly as possible. Determines if repairs are to be made on sight or attempts to move the bus to the terminal.
- Coordinate with the Dispatcher to ensure there are enough buses to cover routes.

- Meet two daily deadlines; remain on the job until it is completed as needed; and is on call 24 hours/day.
- Exchanges, rebuilds, or overhaul engines, transmissions, carburetors, alternators, and similar assemblies.
- Check and repair electrical, heating, air conditioning, and cooling systems.
- Responsible for obtaining necessary parts. This often involves outside suppliers, therefore, must be knowledgeable in processing invoices and purchase orders.
- Keep detailed records of work performed and parts used.
- Supervises line mechanics in the absence of the Shop Foreman.
- May serve as substitute driver for regular and/or special education bus route; may serve as substitute driver for charters; and may be used as monitors on buses with disciplinary problems.
- Perform other duties as assigned and assists Shop Foreman as required.
- Correct unsafe conditions in the work area and promptly report any conditions that are not immediately correctable to the supervisor.
- Follow district safety protocols and emergency procedures.
- Promote and practice intentional sustainability measures in the daily job responsibilities including but not limited to energy and water conservation, waste reduction, recycling, and composting in an effort to be a responsible steward of our environment and conserve District costs.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

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. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

Tools/Equipment Used: Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack and lift equipment; computer and peripherals; school bus and district vehicles.

Posture: Moderate standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Moderate walking, climbing; frequent grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

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Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	