



TRANSPORTATION SHOP FOREMAN

Rev. July 2025

Job No.: 7B05

Reports to: Senior Director, Transportation

Dept./Campus: Transportation

FLSA Status: Non-exempt

Pay Grade: 711

Term: 252 Days

PRIMARY PURPOSE:

To provide knowledge and labor and to supervise daily activities of vehicle repair and maintenance operation to ensure proper performance and safety of all district vehicles.

MAJOR RESPONSIBILITIES AND DUTIES

- Assist the Vehicle Maintenance Supervisor with supervision of all mechanics.
- Prioritize and assign work orders to mechanics.
- Direct and diagnose, repair, rebuild and make all necessary adjustments on all vehicle systems.
- Perform troubleshooting and repairs on district vehicles.
- Maintain a thorough knowledge of all system components and to facilitate the training of assigned mechanics.
- Assist with ensuring that all safety measures are administered.
- Assist with management of the shop parts inventory.
- Assist with the oversight, repair and replacement of Technology installed on buses (i.e. Cameras, Wi-Fi, Tablet equipment etc.)
- Respond to Accidents and on the road vehicle breakdowns
- Provide after-hours on-call maintenance services as needed
- Must meet all requirements of bus drivers and assist with driving bus routes when needed
- Administer preventive maintenance schedules.
- Assist with garage organization.
- Assist with planning and development of regularly scheduled staff meetings.
- Care for all tools and parts carried on the maintenance truck.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise Vehicle Mechanics and Shop Parts Clerk.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Valid Texas Class "B" Commercial Driver's License with Passenger & School Bus endorsements.
- Driving record must meet State point requirements and district standard for driving district vehicles.
- Must pass physical, including drug test.
- Experience in the repair and preventative maintenance of heavy equipment.
- Experience in the repair and preventative maintenance of school buses and other motor vehicles preferred.
- One year of supervisor experience.
- Texas DPS State Vehicle Inspector Certification required within 90 days of hire.
- ASE certification preferred.

Knowledge/Skills/Abilities:

- Knowledge of district vehicle maintenance schedule; automotive trade practices, tools, and equipment; construction and operation of automotive electrical systems and internal combustion engines; safety hazards and necessary precautions required to work around vehicle.
- Skill in basic record keeping; ordering parts from various parts manuals; communication; problem solving; basic computer use; and safe driving principles and practices.
- Ability to locate and repair defects in automotive vehicles and equipment; use tools and operate diagnostic and power equipment employed in the repair and adjustment of engines and components; perform diagnostic and mechanical repair work; use welding and other shop equipment such as lathes and grinders; change and repair tires; work cooperatively with others; and read, interpret, understand, and apply technical manuals, schematics, diagrams, specifications, and parts catalog.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions of other information.
- Must move about within shop to perform maintenance work.
- Ability and willingness to perform assign duties and responsibilities at any LISD Transportation Facility
- Occasionally ascends/descends a ladder.
- Perform heavy manual labor.
- Constantly positions self to be able to reach items on ground or above head.
- Manipulate hands and fingers to operate a variety of specialized tools and equipment.
- Frequent bending, kneeling, crouching, turning, and twisting.
- Occasional carrying, pushing, or pulling boxes and engines.
- Frequently crawling under vehicles.
- Must regularly lift and/or move 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Clarity of vision at varying distances to observe diagnostic instruments, manuals, and other printed information.
- Maintain composure and professionalism at all times.

When operating a bus or other district vehicle:

- May be required to physically assist students into bus.
- Ability to regularly pick up 40 pounds.
- Able to clean windshields, adjust mirrors, and open/close windows.
- Able to move or lift injured students (up to 180 pounds) to evacuate bus.
- Ability to carry or drag a 125-pound person 30 feet in 30 seconds in the case of an emergency.
- Work in hot, dry, and dusty conditions as well as possibly cold, wet, and damp areas.
- Work near or with moving mechanical equipment.
- Occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust.
- Will be exposed to intermittent sounds of a loud nature.
- May drive vehicle in inclement weather.
- May drive in heavy traffic or on unfamiliar roads and in situations requiring precise maneuvering.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

Equipment Used:

- Power/electric tools, tires, bus parts, computer, racks, jacks, air compressor, air pressure gauges, grinders.
- Must be able to provide and be responsible for own personal hand and power tools.