



ASSISTANT SHOP FOREMAN

SUMMARY/SCOPE/GOAL

To assist in managing the shop and to maintain a safe and economical fleet of vehicles and to progress to Shop Foreman.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School diploma or equivalent required. Experience can be substituted.
- Three (3) years of progressively responsible experience as a mechanic.
- Knowledge of word processing and data entry applications as well as general office technology as related to specific job functions.

PREFERRED/DESIRED:

- Computer skills, Desired.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Commercial Driver License (CDL), Class A license with air brakes, passenger endorsement (P), and School Bus (S) (must be obtained within three (3) months of employment).
- Must have a certified D.O.E. school bus inspector certification (must be obtained within one (1) year of appointment).

PREFERRED/DESIRED:

- Valid A.S.E. Certification in Heavy Duty Truck Repair, School Bus Repair, and/or Automobile repair preferred, or Florida Association of Pupil Transportation (FAPT) Master Repair Technician Certification (MRT) If certification is obtained the recipient will receive a five (5) percent supplement as long as the certification is valid.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Assist the Shop Foreman to plan the flow of work within the shop; make general and detailed assignments to personnel.
2. Will be required to assume Shop Foreman's responsibilities in his/her absence.
3. Will be required to inspect, test and road check equipment to determine the nature of defects and failures and as a review of the work of automotive and heavy equipment mechanical technicians and mechanical technician helpers to whom repair, and maintenance jobs are assigned.
4. Requisition repair parts, fuel lubricants, supplies and equipment required in the maintenance and garage operation; determine which is the economical way to repair equipment.
5. Perform general housekeeping duties.
6. Maintain records of work performed and prepare reports of repair work undertaken and the cost of repair work.
7. Perform functions of mechanical technical and related work as required and all phases of tire repair.

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8. Provide outstanding customer service and use positive interpersonal communication skills.
9. Prepare accurate and timely reports as needed.
10. Ensure compliance with current 1010 union contract in the daily operation of the transportation center, especially relating to extra time, overtime, and other authorized work, by name and seniority.
11. Develop and maintain a highly effective working relationship with all members of the transportation department and other departments and district personnel.
12. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values
13. Ensure compliance with Board rules and applicable federal laws and regulations.
14. Assist the Foreman in the evaluation of mechanics and mechanic helpers.
15. Investigate complaints and recommend action to Foreman.
16. Investigate accidents and prepare written reports with recommendations as to any corrective actions.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. . Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

This is a responsible supervisor and skilled mechanical work in directing the operations of a garage providing repair and maintenance services for automobiles, buses, trucks, and other heavy equipment. Work is performed under the direction of the Shop Foreman and the policies of the Brevard Public Schools and procedures Manual of the transportation department. . Results will be reviewed through reports, conferences, and meetings. Considerable knowledge of the construction assembly, adjustment, and maintenance of a variety of automobiles, buses, trucks, and other heavy equipment. Knowledge of the methods and practices used in repairing and renovate automotive and heavy equipment, especially as applied to the mechanical operations. Considerable knowledge of instruments employed in testing the operation and repair of automotive and heavy equipment such as ammeters, volt meters, micrometers, calipers, dividers, dial gauges, compression gauges, and other testing devices. Good knowledge of methods of sound management as related to the operation of a repair and maintenance garage. Ability to diagnose defects in automotive equipment and either personally perform or instruct subordinates in a proven technique for fixing defects; ability to make road tests and other checks of the effectiveness of repair and maintenance work. Ability to plan, direct, and supervise the work of mechanical technicians and mechanical technician helpers, including both the skilled and unskilled crafts. Ability to keep time and work records and keep repair records of shop operations. Considerable skill in the application and/or supervision of modern methods and techniques used in the repair and renovation of automotive equipment and in the care and use of pertinent tools, equipment, and facilities. Ability to read and understand technical and professional manuals.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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EQUIPMENT:

Covered outdoor environment most often with frequent movement up and down from seated position. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(H) HEAVY WORK

Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Covered outdoor environment most often with frequent movement up and down from seated position to assist passengers. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Facilities Services	DEPARTMENT:	Transportation Services
TITLE CODE:	L6525	CONTENT BY:	Transportation Services
GRADE:	MM	COMPENSATION:	Human Resources
UNIT:	1010 PTH	LABOR RELATIONS:	Director – Professional Standards and Labor Relations
LAST BOARD APVD:	12/12/2023	CLASSIFICATION:	Assistant Superintendent – Human Resources
SCHEDULE:	8 hrs. – 12 mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/6/1998	Developed	Transportation
1.2	10/30/1998	Revised	
1.3	4/24/2001	Revised	
1.4	12/1/2020	Revised: New Format	Human Resources
1.5	10/23/2023	Revised – Certification section, preferred and desired to add computer skills/desired. Updated grade from II to MM per 1010 negotiations 2023.	Transportation
2.0	12/12/2023	Board Approved	Board

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.