

POSITION: FOREMAN/MECHANIC/BUS OPERATOR - (Transportation)

REPORTS TO: Director of Transportation

DESCRIPTION: Skilled persons employed for supervision of personnel who work in the areas of repair and maintenance of school property and equipment.

QUALIFICATIONS:

1. High school diploma or GED required.
2. Ability to work well with others.
3. At least five years successful work experience as a school bus mechanic preferred.
4. Valid West Virginia driver's license and CDL.
5. Must hold a valid West Virginia School Bus Operator Certification.
6. Must have passed or willing to successfully pass mechanic's examination.
7. Must have passed or willing to successfully pass foreman's examination.
8. Ability to determine and prevent hazards and timely performance of operations.

RESPONSIBILITIES:

1. Assigns mechanical repairs and inspection activities among personnel and supervises the job site to complete necessary repairs. Provides directions for personnel in performing unskilled and semi-skilled labor tasks.
2. Assigns, supervises, and reviews job assignments.
3. Maintains safety standards while on job site and in all labor processes.
4. Provides for labor assistance to other shops.
5. Secures needed supplies and equipment in a cost saving manner.
6. Maintains time, materials, and job records for shop.
7. Maintains accurate and up-to-date inventory.
8. Maintains positive work habits.
9. Performs duties efficiently and productively.
10. Maintains and/or upgrades job-related skills.
11. Performs other related tasks as assigned by the Director of Transportation.

SALARY: Pay Grade: G

EMPLOYMENT TERM: 261 Days