

	<b>Mechanic Foreperson</b>  Previously (Mechanic III and IV)	<b>Classified Position</b> Initial Date: February 24, 2006 Board Approval: March 20, 2012 Revision Date: March 6, 2012 Personnel Commission: 4/25/2012 Range: 61  Reports to Director of Transportation
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Director of Transportation, plan, assign, coordinate, oversee and participate in the work performed by Mechanics in the shop. This job class requires the ability to work independently and to oversee staff as well as working effectively with the entire Transportation staff and the public.

**REPRESENTATIVE DUTIES:**

- Coordinate and oversee all operations relating to the shop and shop activities
- Assign work to Mechanics
- Completes billings for all services rendered
- Continually monitors incoming work orders to ensure timely completion of tasks and correctness of billing
- Participates with Director of Transportation in long-term and short-term organizing planning of unit operations
- Perform Mechanic Representative duties
- Analyze work force productivity and consult with Director of Transportation regarding Mechanic job performance recommendations
- Order parts and supplies as needed
- Maintain inventory control
- Work with the Senior Account Clerk in the preparation of invoices for customers
- Work with the Director of Transportation and Senior Account Clerk on budget building and maintenance
- Maintain compliance with regulations, procedures, and records related to shop operations to include but not limited to:
  - Underground tank operator compliance testing
  - Hazardous materials handling procedures and manifest record keeping
  - Storm water collection and reporting
  - Tire disposal and manifest record keeping
  - Smog and opacity testing for all District vehicles
  - Procedures for hazardous spills and proper disposal of same
  - Material data safety sheets information
- Perform related duties as assigned

**OTHER DUTIES:**

Drive a school bus to transport students safely and efficiently to various locations as needed; pick up and discharge students in accordance with established time lines; observe legal and defensive driving practices; maintain order and discipline among passengers on the bus. Attend job related in-service.

**KNOWLEDGE AND ABILITIES:**

- Ability to oversee and maintain a high level of shop safety practices
- Ability to assign and monitor work done by the Mechanic staff
- Above journey level skills and knowledge in mechanical operation and repair of standard and alternative fueled vehicles and equipment
- Knowledge of methods, materials, practices, and tools of the mechanic's trade
- Knowledge of State traffic and driving rules; safety rules and regulations pertaining to mechanical servicing and repair

- Knowledge of purchasing procedures and inventory control practices
- Ability to understand and follow both oral and written instructions
- Ability to give both oral and written instructions
- Knowledge and ability to use a computer
- Ability to meet schedules and time lines

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent is required
- Above journey level mechanical experience required
- Supervision and customer service experience is desirable

**LICENSES AND OTHER REQUIREMENTS:**

- Requires a valid California driver's license
- May require pre-employment physical examination
- Must qualify for and obtain a California School Bus Driver Certificate

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Primarily indoor/outdoor working environment; vehicle repair shop environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to repair vehicles
- Subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions
- Moderate to heavy physical effort for extended periods of time. Occasional lifting to 80 pounds, not more than 50 pounds without assistance
- Seeing to monitor and repair vehicles
- Standing for extended periods of time; periodic lifting, carrying, loading and unloading of automotive parts and equipment
- Moderate to high stress level

**HAZARDS:**

- Exposure to hazardous automotive chemicals
- Exposure to heavy equipment and tools
- Working from heights
- Working in a cramped or restrictive work area

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.