

## **Red River Parish School Board**

### **Job Description**

**TITLE:** Shop Foreman

**Qualifications:** Valid State LA Commercial License with Passenger Endorsement

Ability to read, write, do arithmetic and apply reasoning skills to that of the average high school graduate and specialize or technical training beyond high school level directly related to assigned job.

Achieved 5 to 7 years of progressive skilled trade experience

**Superordinate:** Director of Transportation

### **Performance Responsibilities**

1. Supervises or assists in repairing and maintaining board buses, trucks, automobiles and automotive equipment.
2. Records maintenance and repair data on vehicle record sheet.
3. Advises other mechanic on repair techniques and procedures, assigns work to garage personnel and check work to insure that it was properly done.
4. Determines part requirements for repair and maintenance work, prepares necessary forms and purchase orders to buy parts, and contract dealers to arrange deals
5. Road test vehicles to locate mechanical problems to repair work that has been performed by garage personnel.
6. Instructs bus drivers, and other vehicle operators in minor maintenance techniques, vehicle care and safety procedures.
7. Assist on occasion in planning or changing bus routes.
8. Neat, well groomed, appropriately dress appearance.
9. Supervises employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
10. Responsibilities may include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
11. Ability to use basic hand tools such as hammers, screwdrivers and wrenches, ability to use mechanical test equipment and gauges, and the ability to use power tools such as torches, overhead cranes, drills, battery chargers.
12. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
13. Ability to write routine reports and correspondences
14. Ability to speak effectively before groups of employees
15. Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
16. Ability to deal with problems involving several concrete variables in standardized situations
17. Ability to plan, organize and supervise the work of assigned personnel.
18. Ability to work harmoniously and cooperatively with others.
19. Initiative to plan, organize, and to carry out assignments under minimum supervision.
20. Ability to handle routine and repetitious task.
21. 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.
22. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.
23. While performing the duties of this job, the employee is regularly required to talk and/or hear.

24. The employee is frequently required to stand, walk, and use hands to handle or feel objects, tools, or controls.
25. The employee is occasionally required to sit, lift or move moderate to heavy weight.
26. While performing the duties of this job the employee may occasionally work in outdoor weather conditions or near moving mechanical parts and is occasionally exposed to fumes or airborne particles and/or moderate noise levels.
27. Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to RRPSC Policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.
28. Performs all other duties as assigned by Superintendent.

**Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

|                       |                    |      |
|-----------------------|--------------------|------|
| Employee Name (Print) | Employee Signature | Date |
| Immediate Supervisor  | Date               |      |

Terms of Employment:                      12 Months