



Pickens County Schools

Job Descriptions

SHOP FOREMAN

Title/Position: Transportation Shop Mechanic Foreman

Retirement: Teacher Retirement System of Georgia or PSERS

Terms of Employment: 260 Days, 8 hours/day

Salary: Classified Salary Schedule Grade I (Starting pay \$21.00/hour)

Reports to: Shop & Fleet Supervisor

Qualifications:

1. High School Diploma or GED
2. Valid Georgia Class B CDL Driver's license with S&P endorsements: to be acquired within thirty days of employment or as scheduling permits.
3. Certification by the State of Georgia or equivalent source as Heavy-Duty Truck Mechanic.
4. Five years equivalent work experience in medium/heavy truck repair and/or light truck repair is preferred.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Follows work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Is neat and professional in appearance befitting the job they provide the school system.
- Exhibits a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
- Monitors and spot check co-workers performing inspections and assigned job duties.
- Makes yearly 20-day inspections calendar.
- Performs school bus inspections, as required by rule 160-5-3-.03, monthly or every 20 days of in service.
- Completes and files inspections forms as required by the Georgia Department of Education.
- Maintains sufficient stocked inventory in parts department.
- Assists in ensuring complete accountability of all parts and resources.
- Diagnoses vehicle problems and evaluates components and failures with a wide variety of test equipment required to repair vehicles.
- Performs preventive maintenance inspections and repair work on system's fleet vehicles and equipment.
- Completes repairs within an acceptable time frame when compared to appropriate available flat rate repair manuals.
- Road-tests system vehicles after repairs are completed.

- Answers or assists in emergency road service calls, and repairs on-site if possible.
- Maintains a clean and safe working environment.
- Possesses and maintains valid and appropriate license, certificate and/or credential as may be required for this position.
- Participates in training programs to increase skills and proficiency related to job responsibility.
- Reviews current developments, literature, and technical source information related to job responsibility.
- Ensures adherence to good safety procedures.
- Follows federal and state laws, as well School Board policies.
- Perform other duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.