

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

POSITION TITLE: **SHOP FOREMAN**

Reports to: **Directly: Conveyance Manager or Conveyance Supervisor**

General Description:

The Shop Foreman is responsible for the repair, maintenance, and safe and efficient operation of the division fleet of vehicles.

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 12 education.
- Vehicle Safety Inspection Certificate.
- Experience in school bus or heavy equipment repair.
- Experience with gas, propane and diesel engines.
- Hold and maintain a valid “Class 1 – 5” driver’s licence.
- Journeyman – MVMR, Heavy Duty Truck and Transport

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Skill in the use of required tools and equipment.
- Ability to work as a team player.
- Ability to display a positive work attitude.
- Ability to work cooperatively with garage personnel, bus drivers and the public.
- Skill in diagnosis, repair, and maintenance of buses and light duty vehicles.

Supervision of Staff:

This position may direct the work of other staff members.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Shop Foreman shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

1. Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children.
3. Deal tactfully with staff and the public.
4. Be knowledgeable and supportive of applicable Board policies.
5. Ensure that mechanics practice safe work habits at all times.
6. Ensure that mechanics have necessary tools to perform normal in-house duties.
7. Ensure that the mechanics mechanical performances are up to or better than industry standards of safety and efficiency.
8. Ensure that annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements are completed in an orderly, timely fashion.

9. Ensure that annual safety inspections of all other vehicles owned by the Division are completed in an orderly, timely fashion.
10. Ensure that the completion of forms associated with the annual safety inspection of buses is done.
11. Help and direct mechanics to ensure a high standard of bus repair such that buses would pass “spot” safety inspections.
12. Ensure that complete regular service on buses and other division-owned vehicles following the division itemized Service List is completed.
13. Maintain a log on all vehicles itemizing all repairs and associated costs.
14. Assist in ordering parts as needed so as to maintain a stock of high use and hard to find items.
15. Advise the Conveyance Manager or Supervisor when drivers are misusing buses, failing to keep them clean or otherwise failing to fulfill their duties pertaining to bus care.
16. Assist other garage personnel with heavy or two person tasks.
17. Arrange with body shops and warranty shops to have repair work completed.
18. Provide recommendations to the Conveyance Manager with regard to bus placement, purchase, and disposal.
19. Ensure that mechanics maintain their work area or bay in a safe and orderly state.
20. Direct cleaning and organizing of common areas in the garage.
21. Direct delivery and pick up buses as required.
22. Ensure that spare buses are cleaned, fueled and ready for the next user.
23. Provide polite courteous communication with drivers and public whether on the radio, phone or in person.

Judgement, Independence and Client Contact:

- **Confidentiality**

At no time should the Shop Foreman discuss in public information pertaining to a student. The Shop Foreman is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

- **Independence**

The Shop Foreman is expected to work independently.

- **Working Jointly with Other Staff on Common Assignments or Tasks**

This position involves working jointly with other garage personnel, bus drivers and the general public on a daily basis.

Responsibility for Quality of Assigned Work:

The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.