

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Shop Foreman – Mechanic

**DEPARTMENT:** Finance and Operations  
Transportation

**REPORTS TO:** Director of Transportation

**POSITION SUMMARY:** The Shop Foreman supervises vehicle maintenance and mechanic operations to ensure District vehicles are maintained in sound operating condition.

**ESSENTIAL FUNCTIONS:**

- Provides vision, long-term planning and supervision for District Vehicle maintenance.
- Coordinates schedules and supervises all vehicle maintenance and repair activities in the transportation shop and with outside vendors; assures work is performed in an efficient and timely manner according to appropriate guidelines, procedures and regulations.
- Prioritizes, assigns, supervises, and schedules the work of assigned staff.
- Provides input into hiring and performance evaluations of assigned staff. Assists in repairs and maintenance of all vehicles in fleet when required.
- Establishes shop protocols and practices.
- Trains or provides for the appropriate training of assigned staff, including timekeeping, maintenance and repair techniques, proper equipment usage, and safety standards.
- Reviews, recommends to the Director, develops, and implements transportation shop protocols to improve the efficiency of shop operations that are in accordance with state statute, federal guidelines, and District regulations.
- Oversees, monitors, and maintains the Department of Transportation computerized fleet maintenance system in a timely fashion and records for District vehicles and supplies, purchases, contracts, and inventories pertaining to the transportation facilities.
- Coordinates vehicle emission testing, including staying abreast of changes in vehicle emission testing regulations. Monitors and maintains appropriate test result records and arranges for or completes vehicle repair or maintenance to ensure vehicles conform to emission regulations.
- Monitors shop operational and fuel budgets and prepares accordant records, including performing inventory, assessing needs, securing contractual services, and replacing equipment, machinery and tools as appropriate.
- Negotiates with vendors to secure appropriate contracted services and prepares the appropriate bid specifications.
- Oversees the presentation of District vehicles at Washington State Patrol inspections. Ensures vehicles are prepared for inspection and vehicle violations are corrected.
- Oversees the proper disposal of hazardous waste materials for the Transportation Department. Oversees the maintenance of all environmental protection mechanisms at the Transportation facilities.
- Works with risk management to file accident insurance claims. Works with District safety officer to ensure safety procedures are followed and updated as necessary.
- Oversees the maintenance of the shop facility and submits work requests to Facilities Services Department. Makes recommendations for improvements or major repairs to the Director of Transportation.
- Retains physical and electronic records in accordance with the appropriate records retention timelines.
- Assists with or supports vehicle accident investigations.
- Assists in determining road conditions in adverse weather.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Director and other District staff as appropriate.
- Use technology to assist in the maintenance of the District vehicles and to draft, prepare and process a variety of communication, forms, memoranda, letters, reports, and other documents to assure proper completion of records
- Maintains individual and department files, physical and electronic, in accordance with records retention guidelines.
- Supply own hand tools, including sockets and combination end wrenches to 1.25 “).
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent. Technical college degree preferred.

**EXPERIENCE:** Minimum 4 years of journeyman level mechanic work on a variety of vehicles, buses and other equipment. Further the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to establish and maintain effective working relationships with employees, other District staff and general public; and
- Ability to use computer technology and software appropriately to complete the essential functions of the job.

**CERTIFICATES AND LICENSES:**

- Hold a valid driver’s license, Class “B” with CDL endorsement, or obtain within 3 months of hiring
- Hold a current and valid first-aid card.
- Provide verification of holding a current and valid Fitness Determination medical examiner’s certificate.

**CONTINUING EDUCATION/TRAINING:** Maintains knowledge as current of OSPI guidelines, Federal and State regulations and ensures District buses are equipped according with SPI regulations.

**REQUIRED TESTING:** Drug screening

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** International Assoc. of Machinists and Aerospace Workers (IAM289)

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Date