

POSITION TITLE:

BUS GARAGE FOREMAN

Reports to: Supervisor of Transportation

Function/Purpose:

To carry out regular mechanical duties and to be responsible for the day-to-day operation of the garage including the assignment of minor and major repairs to mechanics and for maintaining quality control of all work completed by garage personnel.

Required Education, Knowledge, Qualifications and Experience:

- Minimum Grade 10 education.
- Journeyman - Motor Mechanics Certificate.
- Vehicle Safety Inspection Certificate.
- Experience in School Bus or Heavy Equipment Repair.
- Experience with gas, propane and diesel engines.
- Supervisory experience and training would be an asset.
- Hold and maintain a valid "Class 1 - 5" driver's license.

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 work cooperatively with garage personnel, drivers and the public.
- Skills in diagnosis, repair and maintenance of buses and light duty vehicles.
- Ability to exercise professional judgement with respect to vehicle repair and maintenance.
- Ability to do Heavy Work (exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision of Staff:

Supervise the day-to-day work of the garage staff.

Duties and Responsibilities:

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

- Be willing to engage in lifelong learning with respect to training, inservice and courses of study.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.

- Deal tactfully with staff and the public.
- Be knowledgeable and supportive of applicable Board policies.
- Practice safe work habits at all times.
- Supply tools necessary to perform assigned mechanical duties.
- Ensure that all mechanical work is completed to industry standards of safety and efficiency.
- Supervise and participate in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
- Supervise and participate in annual safety inspections of all other vehicles owned by the Division.
- Supervise and participate in the completion of forms associated with the annual safety inspection of buses.
- Maintain a standard of bus repair such that buses would pass “spot” safety inspections.
- Ensure that regular service on buses and other Division-owned vehicles follows the Division itemized Service List.
- Ensure that a log on all vehicles itemizing all repairs and associated costs is maintained in a current state.
- Assist other garage personnel with heavy or two person tasks.
- Arrange with body shops and warranty shops to have repair work completed.
- Order parts as needed so as to maintain a stock of high use and hard to find items.
- Provide recommendations to the Supervisor of Transportation with regard to bus placement, purchase and disposal.
- Advise the Supervisor of Transportation when drivers are misusing buses, failing to keep them clean or otherwise failing to fulfill their duties pertaining to bus care.
- Maintain immediate work area or bay in a safe and orderly state.
- Assist in the cleaning and organizing of common areas in the garage.
- Deliver and pick up buses as required.
- Ensure that spare buses are cleaned, fueled and ready for the next user.
- Evaluate staff on an annual basis.
- Schedule staff and monitor their work flow and productivity.

Judgement, Independence and Client Contact:

- Confidentiality
 - A Garage Foreman is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - A Garage Foreman is expected to work independently and take initiative.
- 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 receives only general supervision and is solely responsible for the effective operation of the garage. The efficient, effective and economical maintenance of vehicles is critical to the transportation of students and the efficient provision of goods and services to system schools is dependent on the quality of the work. The “first impression” image of organization is dependent upon the quality of the work.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007