

SHOP FOREMAN: ROLE AND RESPONSIBILITIES

Background

The Shop Foreman, reporting to the Transportation Manager, is responsible for general repair and maintenance of Division vehicles.

Procedures

The Shop Foreman will have specific responsibilities for:

1. Supervision
 - 1.1 General supervision of the assigned bus garage.
2. Vehicle Maintenance
 - 2.1 General repair and maintenance of the Division bus fleet to ensure safe and efficient operation.
 - 2.2 Assist in the maintenance of the Division equipment and facilities of the Division garage.
 - 2.3 Complete mechanical duties to industry standards of safety and efficiency.
 - 2.4 Assist in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
 - 2.5 Assist in annual safety inspections of all other vehicles owned by the Division.
 - 2.6 Assist in the completion of forms associated with the annual safety inspection of buses.
 - 2.7 Complete regular service on buses and other division-owned vehicles.
 - 2.8 Maintain a log on all vehicles itemizing all repairs and associated costs.
 - 2.9 Assist other garage personnel with heavy or two person tasks.
 - 2.10 Assist in ordering parts as needed so as to maintain a stock of high use and hard to find items.
 - 2.11 Advise the Transportation Manager when drivers are misusing buses, failing to keep them clean or otherwise failing to fulfill their duties pertaining to bus care.
 - 2.12 Maintain immediate work area or bay in a safe and orderly state.
 - 2.13 Assist in the cleaning and organizing of common areas in the garage.
 - 2.14 Deliver and pick up buses as required.
 - 2.15 Ensure that spare buses are cleaned, fueled and ready for the next user.

3. Confidentiality

- 3.1 At no time should a Shop Foreman discuss, in public, information pertaining to employees, students or the operation of the division. A 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 and *The Local Authority Freedom of Information and Protection of Privacy Act*.

4. Other Duties As Assigned

- 4.1 Performs other duties and obligations as assigned by the Transportation Manager.