



## Shop Foreman

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**Position Profile:** The Shop Foreman is responsible for overseeing the general repair, inspection and maintenance of the school division's fleet of vehicles including school buses, staff vehicles, trailers and other equipment to ensure safe and reliable vehicle performance. The Shop Foreman will contribute as a mechanic to the bus garage and assist the Transportation Manager in fulfilling the general and specific aspects of their work while representing the Division in an ethical, positive and professional manner.

**Directly Reports To:** Transportation Manager

**In-Directly Reports:** Deputy Director

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### Duties & Responsibilities

A Shop Foreman shall perform such duties and responsibilities as may be assigned including but not limited to the following:

#### 1. Student & Staff Welfare

- Support safe and well-maintained vehicles for GSSD students and staff
- Maintains work area in a safe, clean, and orderly condition; maintains equipment

#### 2. Fiscal Responsibility

- Work in collaboration with the Transportation Manager to submit budget recommendations; prepare cost estimates, submit justifications for equipment and a multi-year refresh plan for tools
- Provide recommendations to the Transportation Manager in regard to bus placement, purchase and disposal.
- Other duties as assigned by the Transportation Manager

#### 3. Personnel Management

- Schedule and supervise the work of Mechanics
- Take responsibility for all apprentice mechanics and general shop helpers.
- Always ensure that garage staff and mechanics practice safe work habits

#### **4. Organizational Management**

- Manage inventories to ensure parts, supplies, tools, equipment, and fuel are tracked, available and appropriate for the job.
- Responsible for coordinating the dispatching of recovery vehicles across the division
- Direct the delivery and pick up of buses as required.
- Continue to stay current regarding advancements in diagnostics, equipment, supplies and materials.
- Other duties as assigned by the Transportation Manager

#### **5. Mechanic Duties**

- General repair and maintenance of the Division vehicle fleet to ensure student transportation is provided with due regard for safety.
- Act as the primary point of contact for bus drivers to schedule regular maintenance
- Complete mechanical duties to industry standards of safety and efficiency
- Promptly advise the Transportation Manager of any mechanical issues or damage of division fleet vehicles
- Coordinate in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
- Assist in annual safety inspections of all other vehicles owned by the Division.
- Assist in the completion of forms associated with the annual safety inspection of buses.
- Complete regular service on buses and other division-owned vehicles.
- Assist other garage personnel with heavy or two person tasks.
- Advise the Transportation Manager when drivers are misusing vehicles, failing to keep them clean or otherwise failing to fulfill their duties pertaining to care.
- Be responsible for inventories of assigned tools and equipment.
- Oversee the distribution, regular maintenance, mileage logs and key storage for all division owned vehicles including but not limited to trucks, vans, and SUVs.
- Prepare and maintain accurate, up to date and accessible vehicle records (ie. Repairs, kilometers, inspections) that meet or exceed all legislative requirements.
- Understands vehicle maintenance best practices and how to adapt these processes to the unique needs of the education environment.
- Other duties as assigned by the Transportation Manager

#### **6. Leadership Practices**

- Demonstrate a knowledge of and respect for the role of the Transportation Manager in policy and administrative procedure processes.

- Reports to the Transportation Manager at least 2 times annually around work plan goals, challenges, timelines, adjustments, and completion.
- Promotes a productive organizational culture that contributes to strong employee engagement, values diversity, trust and respect for individuals and their contributions.
- Interacts with drivers in a productive manner resulting in a positive professional working relationship with the Division.
- Practices leadership in a manner that is viewed positively and has earned the trust and respect of the Transportation Department Team
- Represents the Division in a positive, professional manner.
- Be approachable and model a commitment to high ethical standards and personal and professional growth.

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## **Competencies, Skills and Abilities**

- **Quality & Organization of Work**  
Demonstrated ability to independently.
- **Adaptability & Flexibility**  
A Shop Foreman must demonstrate their ability to prioritize. This may involve changes to workload, times, locations while being responsive to the needs of the school division.
- **Communication**  
A Shop Foreman must have superior interpersonal and communication skills and be able to communicate professionally with administration and bus drivers.
- **Job Knowledge**  
A Shop Foreman must have a specialized knowledge to perform maintenance and repair on school buses, light duty trucks, SUV's, and cars. Knowledge of safe working methods and procedures.
- **Cooperation & Teamwork**  
A Shop Foreman must be able to work with staff and provide appropriate information and support in a timely manner. Must work collaboratively with the Transportation Manager and with other staff on a daily basis. Must have the ability to be a team player and work independently with minimal supervision.
- **Attitude**  
A Shop Foreman must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.
- **Confidentiality**

At no time should a Shop Foreman discuss, in public, information pertaining to employees, students or the operation of the division. This employee 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*.

- **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move more than 125 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to focus during the hours of daylight and darkness.

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to inside and outside environmental conditions; moving mechanical parts; high, precarious places; fumes or airborne particles, toxic or caustic chemicals; high heat; open flame; risk of electrical shock and vibration. Occasional driving is required during the hours of darkness; inclement weather; hazardous road conditions. The noise level in the work environment is usually moderate to loud.

## **Education & Qualifications**

- Valid Drivers license
- Journeymen Certification in Mechanics
- Preference for at least 1-year supervisory experience in the transportation industry.
- Preference given for candidates possessing 3 years' experience related to transportation and fleet maintenance.
- Previous experience in the operation of a school bus would be considered an asset.