

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>SHOP FOREMAN</b>
---------------------

**Required Qualifications:**

- High school diploma or equivalent
- Minimum of five (5) years of experience in the repair of gasoline and diesel engines
- Knowledge of the construction, assembly, adjustment and maintenance of diversified automotive equipment including school buses, heavy trucks, construction and other equipment
- Knowledge of the occupational hazards and safety precautions of the trade
- Must be able to demonstrate the ability to coordinate and supervise the work of employees
- Must have the ability to maintain and communicate records and reports
- Must possess extremely good verbal and written communication skills
- Must be able to speak clearly and concisely in two-way radio communications
- Must be able to supervise other employees and be able to work with minimal supervision
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination

**Performance Responsibilities:**

- Plan and supervise the work of other skilled vehicle technicians and other garage staff
- Give technical advice and assistance
- Supervise maintenance and repair of shop equipment and tools
- Responsible for seeing that preventative maintenance is performed
- Responsible for instructing mechanics and assistants in safety procedures, rules and regulations
- Assist in job performance evaluations of mechanics
- Monitor that buses are inspected in accordance with 6A-3.0171(8)
- Perform quality control checks
- Assist in maintaining the stockroom
- Make service calls to repair equipment
- Perform complex repair tasks and use complex equipment
- Perform other duties as assigned by the Assistant Director of Transportation and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Assistant Director of Transportation and/or designee

**Evaluation:**

Annual evaluation done by the Assistant Director of Transportation, and/or designee

**Terms of Employment:**

11 or 12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category C

**Job Code:**

78014

Board Approval: 08/18/98

Revised: 06/20/06, 01/20/09, 03/03/09, 05/17/11, 05/01/12, 06/10/14, 7/6/2015