

**Ware County School System**  
**Job Description**  
*Classified Personnel*

Site: Transportation Department  
Position Title: Shop Foreman  
Reports To: Coordinator of Pupil Transportation  
Work Year: 12-month  
FLSA Status:  Exempt  Non-Exempt  
Primary Function: To make work assignments and supervise the diagnosing, assigning and repairing of school system automotive equipment.

**Qualifications:**

- Educational Level: High School Diploma or equivalent
- Certification/Licensing: CDL License, S & P Endorsement
- Proficiency Skills: Supervisory Experience
- Personal Skills: See #5 below.
- Physical Skills: Have strength and agility to complete #'s 18 – 23.

**Essential Duties:**

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate communication skills as applicable for the job.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5. Shows initiative and assumes responsibility for all aspects of job responsibilities.
6. Performs routine duties and tasks with little or no direct supervision.
7. Limits personal business and phone calls to a minimum during work hours.
8. Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10. Maintains confidentiality of sensitive information and materials.
11. Maintains a professional appearance as appropriate for job responsibilities.
12. Exhibits time on task, a flexible, cooperative and hard-working attitude.
13. Takes direction and guidance from supervisors in a cooperative manner.
14. Makes work assignments and supervises the diagnosing, assigning and repairing of school system automotive equipment.
15. Establishes and maintains an efficient and effective system of routine automotive maintenance and preventive care.
16. Plans, assigns, supervises, and inspects the work of the mechanics in the overhaul and repair of the school system's automotive equipment.
17. Promotes high standards of safety and good housekeeping methods in work-connected areas.
18. Changes bus tires and other vehicle tires that require removal of tire from rim and operation of hydraulic and air jacks. Must be completed in shop and on road as needed.
19. Climb on stools, ladders, and vehicle bumpers to complete certain tasks.
20. Washes buses and vehicles as needed using long handled brushes.
21. Uses welding equipment as needed.
22. Bends, stoops, squats, and crawls under buses and uses creepers on regular basis.
23. Sweeps and uses electric blowers and various lawn equipment to maintain grounds and condition of shop.

I acknowledge the duties of this job and understand the responsibilities required of the position.

Print Employee's Name	Date	Signature of Employee
Print Supervisor/Principal Name	Date	Signature of Supervisor/Principal