

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
Facilities and Operations

MECHANIC SHOP FOREMAN

Purpose of Class

Supervises and manages the Mechanic Shop services and staff; performs a variety of skilled mechanical and technical duties to maintain and repair a variety of vehicles, equipment and small engines; performs related work as required.

Primary Function

The primary function of an employee in this position is to plan, direct, monitor, and evaluate the staff and services of the District's Mechanic Shop which covers mechanical repairs of District vehicles, light and heavy equipment, including diesel equipment, and small engines. This is a working supervisor position and therefore performs skilled mechanic duties including welding and machining. This position regularly performs tasks wherever needed to maintain effective and efficient facilities and operations. Work is performed under the general supervision of the Facilities Services Manager. The principal duties of the position are performed in a repair shop environment and include use of electrically powered maintenance and heavy equipment and exposure to fuels, fumes, and solvents.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, directs, monitors and evaluates the work and performance of assigned staff;
- Prioritizes, schedules and completes work orders;
- Manages the Mechanic Shop services, including preparing required reports, reviewing and approving timesheets;
- Meets with school personnel to discuss requested projects and expected outcomes;
- Meets with engineers, architects and consultants to plan projects; monitor projects for compliance to plans and codes; monitor budgets;
- Reviews and approves purchases by staff;
- Prioritizes, schedules and completes work orders;
- Supervises and/or inspects and performs preventive and corrective maintenance of the District's vehicles, light and heavy-duty equipment, both gas and diesel;
- Supervises and/or performs maintenance and safety inspection functions including but not limited to, inspecting and replacing such component parts as starters, alternators, generators, batteries, hydraulic cylinders, carburetors, brake systems, and related components;
- Supervises and/or services vehicles and equipment with fluids and lubricants, performing tune-ups, clutch and brake adjustments, mounting and balancing tires, and servicing front end steering and suspension systems;
- Supervises and/or diagnoses, repairs and overhauls a variety of automotive systems including but not limited to, mechanical, electrical, heating and cooling, emissions, hydraulic, air

brake, power train, chassis, gasoline and diesel power plants and fuel systems, and related mechanical systems;

- Supervises and/or diagnoses and repairs electronic engine, brakes, and transmission controls;
- Supervises and/or diagnoses engine noises and mechanical failures;
- Supervises and/or makes repairs and installs gasoline and diesel powered engines;
- Supervises and/or repairs and services small engines, mowers, weed-eaters generators, and related motorized equipment;
- Supervises and/or replaces and rebuilds gasoline and diesel engines, clutch assemblies, transmissions and rear axles;
- Supervises and/or records hours, parts, and activities in a maintenance tracking system;
- Supervises and/or performs welding repairs and fabricates parts and equipment;
- Supervises and/or performs incidental blacksmithing, reel sharpening, blade sharpening and balancing;
- Maintains repair, inspection, and maintenance records, logs, and documentation;
- Maintains fuel reports and maintains fuel island;
- Procures and disposes of fleet vehicles;
- Completes and maintains related paperwork and computer work;
- Supervises and/or prepares parts and equipment purchase requests;
- Supervises and/or maintains, cleans, and repairs shop tools, equipment, and work areas;
- Supervises and/or performs routine maintenance and minor repairs and maintenance on vehicle interiors and bodies, including but not limited to, painting, body work, upholstery, glass, seats, and related components;
- Supervises and/or performs routine maintenance on vehicles such as tire rotation and balancing, changing oil and filters, checking and filling fluids; washing and steam cleaning;
- Initiates communication with supervisor about needed repairs or status of projects;
- Performs maintenance and minor repair on tools, equipment and vehicles;
- Attends and actively participates in required training classes.

Other Duties and Responsibilities

- May be required to work other than regularly scheduled work hours;
- Maintains backup generators at District facilities;
- Conducts emission testing on District vehicles;
- Installs fire extinguishers and first aid kits in fleet vehicles;
- Performs other related duties as required.

Classification Requirements

Knowledge of:

- Supervision and management techniques;
- Office computer and job-related software;
- Materials, methods, principles and practices, tools, and objectives of vehicle and equipment maintenance and repair;
- Installation, diagnosis, servicing, and repair of gasoline and diesel engines, brake systems, steering and suspension systems, hydraulic systems, power and transmission systems, heating

and cooling systems, vehicle electrical systems, computerized engine controls, and related components and systems;

- Welding applications including but not limited to, wire feed, stick and use of cutting torches;
- OSHA and District safety standards related to diesel, automotive, and equipment repair.
- Preparation of detailed and accurate records of work performed.

Ability to:

- Plan and complete a variety of mechanic shop-related tasks efficiently and effectively;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Operate a computer and job-related software;
- Inspect, repair and maintain District vehicles, light, and heavy equipment, including diesel equipment, and small engines;
- Follow written and oral instructions;
- Read and interpret technical and service manuals, instructions, and documents;
- Operate a welder and fabricate parts;
- Work from plans, including determining dimensions, tolerances, and project layout;
- Operate vehicle and equipment diagnostic equipment;
- Operate a variety of hand, electric and air tools;
- Perform cost-benefit analysis of projects, provide quality services in a cost-effective manner, and to recommend improved methods of performing the work;
- Maintain detailed and accurate records of work performed;
- Lift, move and maneuver hand and power equipment safely;
- Assist in or prepare accurate, complete and timely reports;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions;
- Work independently or as a team member;
- Follow oral and written instructions and observe District policies and procedures;
- Maintain confidentiality;
- Establish and maintain effective working relationships with District staff, students and other personnel, as well as contractors, government representatives and others associated with job duties.

Acceptable Experience and Training

- High school diploma or GED is required, with mechanic and welding technical school certification preferred;
- Four (4) years experience as a journeyman mechanic with four years supervisory experience preferred;
- Two (2) years welding and machining experience; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Mechanic.

Licenses or Certifications

- Valid Idaho Drivers' License is required;
- Valid CDL Class A License is preferred;
- Certified Welder is preferred;
- Master Mechanic certification is preferred;
- Ability to pass Pulmonary Function Test and obtain Respiratory Certification is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person, comprehend written and oral instructions, and hear sounds within the normal range of conversation and alarms.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view blueprints and plans, and operating manuals; prepare reports as required; to observe engines and parts to inspect and determine needed repairs and/or quality of completed work; to operate a motor vehicle and work-related equipment;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate all work-associated equipment, operate a vehicle, and work in confined spaces;
- Sufficient personal mobility, agility, strength and reflexes, with or without reasonable accommodation, which permits the employee to work in indoor and outdoor conditions, to stand or sit for long periods of time and to perform skilled construction-related tasks;
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds frequently and up to 100 pounds occasionally, walking over uneven flooring or construction sites, working in confined spaces, climbing and standing on ladders, crawling, stooping, kneeling, bending, crouching and reaching.