

Job Title: TRANSPORTATION MECHANIC FOREMAN
Reports to: Transportation Coordinator
Dept./School: Transportation
Wage/Hour Status: Non-exempt
Date Revised: November 17, 2025

Primary Purpose

The Transportation Mechanic Foreman is responsible for overseeing and participating in the assigned work shift activities associated with the maintenance, inspection and/or repair of district vehicles ensuring maintenance is completed efficiently, safely and is performance ready.

QUALIFICATIONS

Education/Certification

Associates Degree in Automotive Technology or Electronics Technology or ASE Master Automotive Certification
HVAC refrigerant recovery and Recycling Certification
Licensed for Texas State Safety and Commercial Inspector
Valid Texas commercial driver's license (Class A or Class B with endorsement code P and code S) preferred

Special Knowledge/Skills

Thorough knowledge of bus automotive mechanics.
Knowledge of various Federal, State, and local regulations pertaining to vehicle maintenance, inspection, and repair.
Knowledge of tools, parts, procedures, technical skills, operating principals, and safety rules used in the maintenance and repair of buses and equipment.
Knowledge of public sector purchasing and procurement procedures
Skill in supervising support mechanic personnel and scheduling work assignments.
Skill in inspecting equipment and diagnosing mechanical defects.
Skill in working from drawings, specifications and other technical materials.
Skill in diagnosing mechanical problems and having the correct repairs performed.
Skill in scheduling preventive maintenance, inspections, and tire replacement on medium and heavy duty commercial vehicles
Skill in comprehending and evaluating facts and problems associated with vehicle maintenance and repair; exercising sound judgment; and taking decisive and timely action in accordance with standard operating procedures.
Skill in providing, utilizing, and understanding complex and technical information and explaining vehicle specifications and mechanical situations.
Skill in supervising staff, team building, operations, projects, and budgets on a large scale.
Ability manage multiple complex tasks simultaneously and independently to meet deadlines.

Experience

Minimum of five years job related experience within specialized field of Automotive or Electronics or HVAC or related field

JOB PERFORMANCE STATEMENTS

Maintenance and Repairs

1. Delegate and supervise work assignments to assigned shift mechanics and make adjustments as necessary.
2. Monitor activity to ensure efficient use of time, materials, equipment and inventory.
3. Monitor repair of assigned shift on all district-owned vehicles, preventive maintenance, and inspection.
4. Use advanced automotive, electronics and HVAC diagnostic equipment to evaluate mechanical problems in vehicles.

5. Perform mechanical repairs.
6. Help mechanics complete major repairs.
7. Do welding and minor body work.
8. Service vehicles according to established preventive maintenance schedule. Rotate and balance tires; change oil and filters; lubricate vehicle parts; inspect and replace hoses, belts, mirrors, lamps; and maintain all fluid levels.
9. Maintain accurate, updated records of preventive maintenance.
10. Inspect vehicles and evaluate condition of electronic systems, equipment, accessories, and lights; service as needed.
11. Demonstrate process of preventive maintenance and visual inspections to mechanic.
12. Perform preventive maintenance, including DEF regeneration using specialized electronic equipment according to established schedules.
13. Handle complex troubleshooting issues that require advanced expertise and in-depth experience.
14. Manage parts ordering and inventory to ensure efficient operations.
15. Lead the installation of COVID HEPA filtration systems.
16. Optimize in-house repair processes to reduce reliance on costly external services.

Safety

17. Operate tools, specialized equipment, and machinery according to prescribed safety procedures.
18. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.
19. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
20. Help keep shop, equipment, and tools in safe operating condition.

Vehicle Maintenance

21. Direct repair of all specialized mechanical repairs of district –owned vehicles and assist with plans for preventive maintenance.
22. Must be willing to assist with after hour vehicle repairs both in town and out-of-town, as needed.

Other

23. Maintain accurate records of time and materials required to perform repairs and service with minimal supervision.
24. Operate buses and other vehicles as needed.
25. Work irregular hours as needed.
26. Exhibit punctuality and dependability in the workplace.
27. Perform other duties assigned by supervisor.

28. Maintain confidentiality of information.

29. Clean and sweep shop area

Supervisor Responsibilities

30. Assist with mechanic helpers, mechanics, safety for personnel, security of building and support staff assigned to Transportation.

31. Ensure that both mechanic helpers and mechanics attend relevant training sessions and seminars to maintain up-to-date certifications.

EQUIPMENT USED

Automotive diagnostic equipment in specialized field, wheel balancing equipment, HVAC equipment, tire repairing equipment, small hand tools, drill, drill press, grinder, air-powered tools, welding torch, torque wrench, jack and lift equipment, school bus, and district vehicles.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching. Work outside and inside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness and humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____