



EMPLOYEE NAME: _____

Revised: 1/86; 10/91; 3/92; 3/93; 5/93; 6/93; 11/94; 5/95;
10/96; 1/98; 9/08; 10/12; 12/14; 6/18

JOB DESCRIPTION

POSITION TITLE: Lead Man, Bus Shop	JOB CODE: 462F
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Fleet Maintenance	WORK DAYS: 258
REPORTS TO: Supervisor, Bus Shop	PAY GRADE: Rank D (NW04) or Rank E (NW05) (Foremen receives supplement of 10% of their salary)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Assists Bus Shop Supervisor in planning and supervising work of mechanics, helpers, and related personnel in the repair and maintenance of buses and related equipment.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia Class B Commercial Driver's License
3.	Experience: 5 years mechanical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a maximum of 75 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership; management; mechanical and computer knowledge

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists the shop supervisor in assigning work to mechanics, helpers, and related personnel.
3.	Inspects work performed by mechanics and other personnel in process and, upon completion, ensures that proper standards of repair work are maintained.
4.	Inspects tools and maintains equipment for condition and proper use.
5.	Coordinates emergency road service or assigns mechanics to such service.
6.	Performs all duties in the absence of the shop foreman or assistant shop foreman.
7.	Maintains the safety and security of workplace while maintaining an acceptable appearance of facility and grounds.
8.	Maintains appropriate records regarding vehicle maintenance.
9.	Leads and instructs mechanics in the repair and reconditioning of vehicles, other standard and specialized machinery and equipment.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____