POSITION TITLE:

BUS GARAGE FOREMAN

Reports to: Supervisor of Transportation

Function/Purpose:
To carry out regular mechanical duties and to be responsible for the day-to-day operation of the garage including the assignment of minor and major repairs to mechanics and for maintaining quality control of all work completed by garage personnel.

Required Education, Knowledge, Qualifications and Experience:

- A grade 12 diploma from a provincially recognized institution or equivalent.
- Journeyman - Motor Mechanics Certificate.
- Vehicle Safety Inspection Certificate.
- Supervisory experience and training would be an asset
- Hold and maintain a valid “Class 1 -5” driver’s license
- A satisfactory Criminal Record Check
- A clean drivers abstract
- Related training such as courses in first aid, defensive driving, or heavy equipment operation would be considered an asset
- Experience in computer diagnosis would be considered an asset
- Previous experience in the operation of a school bus and/or heavy equipment would be considered an asset
- Experience with gas, propane and diesel engines
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Knowledge of equipment cleaning standards and procedures
- Proficiency in the operation of computer, word processing applications and additional software comparable to those currently used in the school division

Required Skills and Abilities:

- Skills in diagnosis, repair and maintenance of buses and light duty vehicles
- Ability to exercise professional judgement with respect to vehicle repair and maintenance
- Ability to work independently and as a team player
- Demonstrate skills for planning, scheduling and record keeping of fleet repairs
- Good communication skills and problem-solving skills
- Ability to operate all the necessary tools and equipment needed to perform all repair procedures safely and properly
- Ability to work in varied climates and conditions which may include dust, vapours, fumes or slippery floors for example
- Ability to perform basic shop maintenance procedures
- Ability to do heavy load work which includes
- Exerting up to 100lbs of force occasionally (lifting and/or carrying)
- Exerting up to 50lbs of force frequently

- Exerting up to 20lbs of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning and climbing
- Ability to work cooperatively with garage personnel, bus drivers and the public and both develop and maintain a positive work environment

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Supervision of Staff:

This position requires the Foreman to supervise the day-to-day work of the garage staff.

Duties and Responsibilities:

Without restricting the generality of the description above, the Bus Garage Foreman shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in lifelong learning with respect to training and professional development
- Deal tactfully with staff, students, parents and the public
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children
- Be knowledgeable and supportive of applicable Board policies and operational policies and procedures
- Always practise safe work habits
- Supply tools necessary to perform assigned mechanical duties
- Ensure that all mechanical work is completed to industry standards of safety and efficiency
- Supervise and assist in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirement
- Supervise and participate in annual safety inspections of all other vehicles owned by the Division
- Supervise and participate in the completion of forms associated with the annual safety inspection of buses
- Maintain a standard of bus repair such that buses would pass “spot” safety inspections
- Ensure that regular service on buses and other Division owned vehicles following the Division itemized service list
- Ensure that a log on all vehicles itemizing all repairs and associated costs is maintained in a current state
- Assist other garage personnel with heavy or 2 person tasks
- Arrange with body shops and warranty shops to have repair work completed
- Assist in ordering parts as needed so as to maintain a stock of high use and hard to find items
- Deliver and pick up buses as required
- Maintain immediate work area or bay in a safe and orderly state

- Be prepared to meet emergency needs at times other than during regular hours
- Advise the Supervisor or Transportation when drivers are misusing buses, failing to keep them clean or otherwise failing to fulfill their duties pertaining to bus care
- Provide recommendations to the Supervisor of Transportation with regard to bus placement, purchase and disposal
- Evaluate staff on an annual basis
- Schedule staff and monitor their workflow and productivity

Judgement, Independence and Client Contact:

- Confidentiality
    - A Garage Foreman is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentially is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
    - A Garage Foreman is expected to work independently and take initiative.
- Working Jointly with Other Staff on Common Assignments or Tasks
    - This position involves working jointly with other garage personnel, bus drivers and the general public on a daily basis.

- Responsibility for Quality of Assigned Work
    - The employee receives only general supervision and is solely responsible for the effective operation of the garage. The efficient, effective and economical maintenance of vehicles is critical to the transportation of students and the efficient provision of goods and services to system schools is dependent on the quality of the work. The “first impression” image of organization is dependent upon the quality of the work.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: October 14, 2026