



Job Title: Transportation Leaderman

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: TRH01

Summary: Responsible for coordinating work orders, securing parts, scheduling repairs and maintenance as relates to transportation vehicles

Essential Duties and Responsibilities:

- Assists mechanics in their repair work when requested
- Consults with bus drivers regarding needed repairs.
- Schedules repairs to buses that create the best efficiency within the maintenance effort.
- Works with mechanics to secure parts, and other needs directly related to maintenance vehicles.
- Responsible for shop cleanliness and clean up and the employee(s) assigned to the task.
- Instructs and otherwise assists workers assigned to specific area
- Assigns team members in crews to secure maximum results both in quantity and quality.
- Works closely with supervisors in preparing and maintaining records and daily bookkeeping.

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

High school education or equivalent. Two (2) years experience related to auto mechanic work.

Work Environment Conditions:



The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.