

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Shop Supervisor	Department : Shop	
Reports to: Public Works Director	FLSA Classification : Exempt	
Career Ladder: Manager	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to plan, organize, schedule, and supervise the Shop Maintenance Division. Participate in the City’s programs of inspection, maintenance, repair, and overhaul of a fleet of automotive vehicles, heavy equipment, and other gasoline, and electrically powered vehicles, motors, motorized equipment, and other mechanical equipment. Direct, assign, and supervise, the work of personnel in the maintenance, repair and overhaul of the City’s vehicle fleet and mechanical equipment and keep them in operation. Serves as technical advisor to the Public Works Director concerning related matters.

CLASS CHARACTERISTICS:

The classification has responsibility of supervising and participating in the maintenance, repair, and overhaul of the City’s vehicle fleet and mechanical equipment. This is the highest level classification of the Equipment Mechanic series, and requires, in addition to the possession of journey-level automotive and mechanical maintenance skills, the ability to plan, organize and direct the work of others in maintaining the City’s vehicle fleet and mechanical equipment. It is distinguished from Equipment Mechanics by the responsibility for the day-to-day scheduling, training, and supervision of the equipment maintenance activities of the City’s Shop Maintenance Division.

ESSENTIAL RESPONSIBILITIES:

Plan, organize, schedule, assign, supervise and evaluated the maintenance and repair of a wide variety of automobiles, trucks, and construction equipment. Review and assign work orders in accordance with department priorities

Determine which vehicles can be handled in-house and which must be recommended for sub-contracting. Directs the work of all Equipment Mechanics

Fill out work orders for each job, and review mechanic-generated work orders, and sign approved work orders. Issue purchase orders for maintenance materials. Assure that invoices for each work order and purchase order are accounted for and maintained in a comprehensive file system

Approve and direct all maintenance and repair activities. Coordinates maintenance activities with other City departments, contractors and outside agencies. Review plans and specifications for contract work

and monitors performance to determine compliance to standards. Prepare vehicle specification for all departments when new vehicles are being ordered

Schedule preventive maintenance inspections for various department vehicles on periodic or mileage schedules, in accordance with department policy

Assure that all City vehicles have first aid kits, accident and insurance forms, and appropriate safety equipment.

Prepare staffing, material, and equipment requirements for equipment repair activities, as requested.

Provide technical assistance to equipment maintenance personnel. Assign, supervise, train, inspect and evaluate work being performed, and identify problem areas and direct remedial actions to be taken. Research new operational techniques, methods, and equipment, and recommend their application.

Participate in the selection, direct, train, and evaluated assigned personnel. Recommend reward, discipline, and termination of those employees directly supervised. Assure that assigned employees are instructed in job safe practices associated with their typical work environments and handling of hazardous materials

Observe maintenance work and, through employees, ensure the activities are carried out in a safe manner and that vehicles and equipment are returned to the departments in a safe operating condition. Conduct periodic safety meetings to assure that job safe practices and safety equipment related to the work is utilized

Perform minor to medium repair on diesel engines. Maintain and repair gasoline powered automobiles, automotive equipment and integrated systems, construction equipment, and other light and heavy power-driven equipment.

Inspect motorized and mechanical equipment, diagnose trouble, and determine extent of necessary repairs. Overhaul, repair, and adjust various mechanical systems. Diagnose and repair hydraulic equipment and systems. Change or repair electrical systems and their related hydraulic and mechanical components. Perform preventive maintenance in the course of all repair and overhaul activities.

Maintain an adequate inventory of tools, equipment, parts, materials, forms and supplies, to include lubricants, necessary to operate City vehicles.

Prepare monthly status reports and a variety of other reports related to activities and employees. Review and maintain a variety of operational and mandatory logs, written records and reports, accident reports, maintenance requests, requisitions, and work orders

Respond to road calls and other emergency situations to repair vehicles and equipment, as necessary.

Performs other or related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Methods, techniques, parts, tools and materials use in the maintenance and repair of diesel and gasoline-powered vehicles and equipment. Trouble shooting procedures. Mechanical and

automotive systems and theory. Equipment repair methods. Operation and maintenance of the tools and equipment use in the installation, maintenance, and repair of automotive and mechanical systems, and other specialized equipment. Applicable State DMV requirements relating to automotive equipment. Job safe practices and safety precautions related to automotive and mechanical work. Principles and practices of employee supervision, including selection, training, evaluation, and discipline. Relevant codes and regulations. Shop mathematics. Correct use of oral and written English. Uses of personal computers.

Skilled in – Planning, organizing, assigning, directing, reviewing and evaluating the work of others. Selecting and motivating staff and providing for their training and development. Analyzing complex maintenance and administrative problems, evaluating alternatives, and recommending effective courses of action. Performing the most complicated maintenance and repair of gasoline powered vehicles and equipment. Developing and implementing policies procedures, work standards, and internal controls. Reading and interpreting plans, specifications, blueprints, and schematics, as well as complex maintenance manuals and regulations. Preparing clear and concise reports and organizing and maintaining accurate records. Organizing and prioritizing assigned work. Communicating tactfully and effectively with the public and City employees. Using initiative and making sound and independent judgments within established parameters and guidelines. Respond effectively to oral as well as written instructions.

Ability to - Perform minor and medium repair on diesel engines, and full maintenance and repair of gasoline powered vehicles and equipment. Estimate materials needed, and estimate cost of materials and time of repair and installation activities. Read, interpret and prepare detailed electrical and mechanical schematics, and specifications. Communicate clearly and concisely in oral and written English. Prepare clear and concise reports, correspondence, and other written materials. Follow oral and written instructions. Directing and instructing others in proper work methods. Maintain confidentiality. Establish and maintain cooperative working relationships with staff, the general public, and a variety of organizations. Operate a personal computer and related Window-based applications programs.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the City. Possess a Class B California Driver License, or obtain one within 6 months of employment in or appointment to the classification. A General Public Para-transit Vehicle Inspection Certificate, Biennial Inspection of Terminal Certificate, and an Air Brake Inspection and Adjustment Certificate are required.

Physical Abilities and Work Environment – – The employee must be able to sit or stand for lengthy periods of time in mostly indoor environment. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, and work in confined places. Drive an automobile or truck. Must possess the manual dexterity to use small hand tool, keyboard equipment, and be able to lift up to 100 and carry 50 lbs.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Five years of journey-level experience in the maintenance and repair of automotive, motorized equipment, and mechanical systems at a level equivalent to Equipment Mechanic II classification. Possess journey-level training in at least one mechanical trade, plus training and experience in automotive and diesel mechanics, vehicle or equipment repair, or as an automotive service manager.

Education - Graduation from an accredited high school or an equivalent certificate or diploma recognized by the State of California. Possession of an Associates Degree, or two full academic years of attendance at an accredited college or university, with major work in automotive or mechanical engineering, mechanical maintenance technology, or a related field, is desirable.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date