

SHOP MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision to supervise and participate in the most advanced mechanical inspection; to oversee the work of mechanics and service workers responsible for the repair and maintenance of automotive, bus, and heavy equipment; to perform adjustments and repair work. To supervise and participate in the receipt, storage, issuance, and maintenance of inventories of parts and equipment for the vehicle repair shop; to prepare purchase requisitions and maintain records of purchases of parts and supplies; and to perform related duties as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for coordinating and overseeing the work of staff assigned to maintenance and repair of the City's vehicles, warehouse, transportation facilities and equipment.

EXAMPLES OF DUTIES

Supervises and participates in the work of the City's automotive, bus, and heavy equipment maintenance and repair crews; analyzes work load, establishes priorities and makes assignments; assists in developing and administering of comprehensive maintenance programs; reviews the inspection, repair, servicing, and maintenance of City automotive, bus, and other equipment; insures the proper diagnosis of defects; reviews repair procedures; instructs and supervises subordinates in servicing and repair procedures; performs the most advanced and technical inspection and repair work on automobiles, buses, heavy equipment, police and fire vehicles when necessary; adapts and fabricates parts and tools to accomplish repair functions; maintains and updates records on vehicle servicing, maintenance, and repair work; supervises emergency repairs; assists in preparing reports and annual budget estimates; controls expenditures; supervises and participates in the receipt, storage, issuance and maintenance inventories for parts and equipment for the City's vehicle repair and maintenance operation; issues equipment and parts to other staff; maintains master inventory information; receives part shipments and verifies accuracy; maintains information on parts on-hand and amounts issued; posts parts information to shop work orders; maintains records on equipment and conducts periodic inventories of materials, supplies, and equipment; operates basic office support equipment such as

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EXAMPLES OF DUTIES - (cont.)

calculator, computer terminal, and copiers; keeps storage facilities, shop, and corporate yard in a clean, safe, and orderly condition; represents assigned functions with City staff and other governmental agencies as delegated.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Possession of a personal tool box and basic hand tool set.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices and techniques pertaining to the operation of a vehicle maintenance and repair shop.
- Principles of supervision and training.
- Principles of shop management.
- Principles and methods of preventative maintenance programs.
- Methods, tools, materials, and equipment used in maintaining automotive and heavy duty engine vehicles.
- Parts, supplies, and equipment required to operate a municipal fleet, public transit system, and related maintenance facilities.
- Storing, receiving, and issuing equipment, parts and supplies.
- Principles, methods and procedures of facility maintenance.
- Recordkeeping methods and procedures.
- Basic principles of expenditure control.
- Standard office machines, equipment, and software.
- Occupational hazards and standard safety precautions.

and

Ability to:

- Coordinate and oversee the work of staff assigned to the operation of a vehicle repair facility and warehouse operations.
- Provide supervision, training, and work evaluation for staff.

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EMPLOYMENT STANDARDS - (cont)

- Perform the most advanced and technical equipment maintenance and repair work.
- Assist in controlling expenditures.
- Design and fabricate tools and equipment.
- Train and guide others in vehicle inspection and repair.
- Diagnose mechanical defects with skill and accuracy.
- Estimate time, labor, and material costs for major mechanical maintenance and repair projects.
- Establish and administer a comprehensive preventative maintenance program.
- Determine parts needed by mechanics and maintenance personnel.
- Maintain a perpetual inventory of parts and supplies.
- Issue parts and supplies for the City's repair and maintenance operations.
- Maintain records, perform cost analysis, and prepare reports pertaining to inventory control and procurement.
- Use a computer.
- Effectively represents the maintenance functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Prepare a variety of reports and presentations.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

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Training and Experience: Any combination and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable. Technical courses in diesel mechanics and automotive repair is highly desirable.

Work Background: Four years of progressively responsible and varied journey level experience in the repair, maintenance, and overhaul of a variety of diesel bus, automotive, power driven equipment, and hydraulic systems, including at least two years in a lead or supervisory position. Storekeeping experience desirable.

April 1997 (Res. # 97-44)