

FIELD SERVICES SHOP SUPERVISOR

DEFINITION

Under general supervision, supervises and participates in the operations of the automotive equipment, and vehicle maintenance shop; coordinates the repair and the maintenance of the City and contract repair vehicles; and performs related duties as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed.

1. Organizes, coordinates, and supervises the maintenance, repair and operation of city vehicles and equipment; estimates and evaluates required repair time.
2. Inspects and evaluates repair work done in the vehicle maintenance shop; performs repair work and trains employees on principle and techniques of automotive and equipment repair and maintenance; researches and analyzes mechanical problems.
3. Prepares and maintains time/labor and other records and reports using computer software; creates and monitors preventive maintenance schedule; investigates complaints regarding service; prepares specifications for new equipment; develops and administers shop budget; coordinates inner-departmental billing for services.
4. Supervises related vehicle and transportation programs such as truck terminal inspection program and smog inspection program; supervises automotive supplied recycling programs; completes required paperwork and reports; and recommends program implementation procedures and modifications.
5. Coordinates and tracks work performed in the electrical program; supervises assigned personnel.
6. Evaluates work performance of employees; takes necessary disciplinary actions; assists in the selection of staff.
7. Provides temporary and vacation relief in similar occupational fields as necessary.
8. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Five years of journey level experience in the automotive and mechanical trades including two years in a lead capacity or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles and practices of automotive and equipment repair; shop management; techniques, materials and practice of the automotive and mechanical trades; federal, state and local regulations related to vehicle operations and repair; principles of both gas and diesel engine operations; principles and practices of supervision and cost accounting; and applicable computer software.

Ability to:

Perform maintenance work on automotive and related equipment; interpret specification technical literature; establish and maintain effective working relationships with others; supervise the work of others engaged in mechanical maintenance activities; use computer software and hardware; understand and follow verbal and written directions; communicate effectively, both verbally and in writing; prepare and maintain records and reports; and understand and use cost accounting information.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Involves some active physical work but not prolonged heavy exertion. On feet most of the time involving bending, stooping, squatting, twisting, reaching, working on irregular surfaces; frequent lifting of objects up to 25 lbs. with occasional lifting weighing over 50lbs. Strength, dexterity, coordination and vision to use keyboard and computer on a regular basis.

WORKING CONDITIONS

Frequent exposure to unpleasant elements such as: dust, fumes, odors, high noise levels, outside weather conditions, and temperature fluctuations due to both seasonal extremes and working in and out of doors. A computer is used on a daily basis. Independent travel throughout the area is required.

Date Adopted: August 6, 1996