

Motors Garage Supervisor
Department of Public Works/Bureau of Motors

Class Title: Motors Supervisor
Department of Public Works/Bureau of Motors

Class Definition: This is a supervisory position. Working under the general direction of the Director of Public Works and his/her assistants, the incumbent is responsible for planning, directing, and reviewing the work done by members of this bureau which involves simple to complex auto mechanic, bodywork, and equipment repair skills. This position will also be a working supervisor who will perform a variety of repair and maintenance tasks

Distinguishing Features of Work: Work involves the performance of a variety of routine and complex administrative, skilled, technical, and supervisory work in operating, maintaining, and repairing vehicles and motorized equipment used throughout the City. Repairs and maintenance are performed in accordance with industry-accepted mechanical standards and in compliance with federal and state regulations. Safety of vehicles and equipment is paramount

Examples of Work: (Note: The following examples of work are only illustrative of the kind of work to be performed by persons of this class and are not intended to be all inclusive or exclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.) This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Plans and schedules the preventive maintenance and state inspections & emissions for all vehicles and mechanical equipment in the appropriate and required time intervals. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools. Plans and supervises the work of employees engaged in the testing, servicing and repair of vehicles and mechanical equipment. Plans the evaluation of the status of mechanical equipment and vehicles and schedules and supervises the repair of same. Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement. Develops and implements shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems. Purchases equipment, parts and supplies used for vehicle and mechanical system maintenance. Provides general guidance in emergency field assistance to disabled equipment as needed. Assists in the preparation of bid specifications for vehicles and mechanical equipment. Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures. Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment. Controls the work-flow through the garage and assigns tasks to bureau employees. Arranges for and conducts frequent safety training for bureau employees and ensures that working conditions are safe at all times. Establishes and enforces standard operating procedures for the garage and lube shop. Recommends training and continuing education for employees. Interacts with co-workers, other bureau personnel, and the public in a courteous and professional manner and follows through on all requests. Must be thoroughly

knowledgeable in, and fluent with, operation and usage of computer technology, up to date diagnostic equipment, and all aspects of modern equipment and vehicle care.

Tools and Equipment Used: Motorized vehicles for mechanical testing and diagnostic purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone, mobile or portable radio.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment: 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. While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

Necessary Knowledge, Skills, and Abilities: Extensive and thorough knowledge of automotive mechanics; thorough knowledge of the occupational hazards and safety precautions of the trade; considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials and tools used in modern equipment maintenance. Skill in the operation of all tools and equipment required to maintain the municipal fleet. Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to effectively instruct subordinates in the proper methods, procedures and safety precautions involved in vehicle and equipment repair. Ability to direct jobs safely, efficiently, and economically. Ability to estimate the need for, and to requisition tools, equipment and materials. Knowledge of supervisory practices and procedures. Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public. Extensive knowledge of modern repair techniques and troubleshooting methods for passenger vehicles and commercial trucks and heavy equipment

Qualifications Required for Appointment: Valid State Driver's with CDL-B endorsement. Graduation from high school or GED equivalent plus significant specialized training in automotive mechanics and maintenance. At least five (5) years of supervisory management experience in an automotive/heavy truck and equipment repair facility with at least 10 years of total experience repairing vehicles and equipment. Significant knowledge and experience with heavy trucks and equipment is strongly preferred. Experience in a fleet management position strongly preferred. Willingness to attend training classes including ASE certification as determined to be appropriate and/or required by federal and state regulation and the Director of Public Works. Must be available for emergency call-outs.

Work Schedule: Per established departmental policy.

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