

SHOP SUPERVISOR

FUNCTION OF THE JOB

Under direction, to perform work involving the operation, supervision, direction, and planning of maintenance and repair work of motorized County vehicles and equipment at a central service shop; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supervises, assigns, reviews, and evaluates the work and activities of mechanics, inventory, and shop office staff; assists in the testing, interviewing, and selection of applicants.
2. Schedules vehicles and equipment for repair and maintenance based on analysis of requests for service and established preventative maintenance schedules.
3. Determines, implements, and modifies the schedules and specific work order tasks required for proper maintenance of each vehicle or equipment serviced.
4. Maintains computerized information regarding labor, parts, open work orders, warranty, and vehicle and equipment inventory; produces and analyzes reports to assist in the administration of the operation; provides detailed reports on maintenance costs, repair histories, and inventory to departments.
5. Monitors the inventory and authorizes the purchase of shop equipment and supplies.
6. Researches, develops, and establishes job time standards for common repairs and preventative maintenance tasks.
7. Implements quality control procedures for the shop; inspects the work of employees; trains them to ensure that proper procedures and safety practices are followed.
8. Coordinates and arranges for warranty repairs and monitors reimbursement for warranty work performed in-house.
9. Conducts and coordinates technical training for the staff; maintains, organizes, and updates the shop's technical information library.
10. Coordinates the inspection of newly received vehicles/equipment to ensure compliance with contract specifications and coordinates vehicle/equipment preparation to accommodate customer's special requirements.
11. Provides input into the preparation of the budget for maintenance, parts, supplies, and equipment.
12. Provides technical advice and direction on basic maintenance and repair of County vehicles and equipment to staff who use them.
13. Enforces safety codes and regulations regarding mechanical and electrical service and repairs.
14. Coordinates and performs vehicle and/or equipment demonstrations to assist in determining departments' purchasing needs.
15. Coordinates sale of County-owned equipment and vehicles through an auction process, including vehicle/equipment preparation and maintenance of auction listing.
16. Establishes and maintains effective working relationships with supervisors, staff, co-workers, internal and external customers, vendors, and the public.
17. Maintains prompt, predictable, and regular attendance.
18. May serve as Fleet Services Manager in their absence.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of the operating principles of internal combustion engines, electric motors, drive systems, hydraulic systems, and other components of motorized vehicles and equipment.
2. Comprehensive knowledge of administrative, managerial, budgetary, and supervisory principles and practices.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

3. Comprehensive knowledge of the modern practices, methods, materials, tools, and equipment used in the maintenance and repair of motorized vehicles and equipment.
4. Comprehensive knowledge of the maintenance requirements of a wide variety of vehicles and equipment.
5. Comprehensive knowledge of the current industry standards, materials, tools, and equipment used in the maintenance and repair of motorized vehicles and equipment.
6. Comprehensive knowledge of occupational hazards and safety practices in the maintenance, repair, and operation of motorized vehicles and equipment.
7. Working knowledge of division, department, and County electronic devices and computerized systems.
8. Ability to learn and utilize division, department, and County electronic devices and computerized systems to effectively perform duties and responsibilities.
9. Ability to safely perform work in the maintenance and repair of motorized vehicles and equipment.
10. Ability to diagnose mechanical failures and defects of a wide variety of vehicles and equipment.
11. Ability to operate a wide range of vehicles and equipment for the purpose of diagnosing vehicle and equipment problems and ensuring repairs have been properly completed.
12. Ability to plan, organize, assign, direct, train, and review the work of other employees.
13. Ability to use computerized database management systems and equipment to schedule, record, and report on repair and maintenance activity.
14. Ability to read and interpret technical and engineering manuals related to motorized vehicles and equipment.
15. Ability to keep accurate and detailed records.
16. Ability to research, prepare, and present reports and recommendations, both orally and in writing.
17. Ability to follow, carryout, and provide verbal and written instructions.
18. Ability to communicate effectively, both verbally and in writing.
19. Ability to respond at any time during emergency situations to provide mechanical support for other County operations responding to emergencies.
20. Ability to withstand exposure to favorable and unfavorable weather conditions.
21. Ability to work independently and as a member of a team.
22. Ability to establish and maintain effective working relationships with supervisors, staff, co-workers, internal and external customers, vendors, and the public.
23. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
24. Ability to perform moderate to heavy manual labor.
25. Ability to analyze situations, make appropriate decisions, and take appropriate action in a timely and effective manner.

Training and Experience

1. High School Diploma or GED.
2. Five (5) years of work experience involving the repair and maintenance of motorized vehicles and equipment, two (2) years of which were in a lead or supervisory capacity.
3. Post high school education from a recognized college or university in business administration, automotive engineering, or a closely related field may be substituted for the general work experience requirement on a year for year basis; an associate degree in supervisory management or a closely related field may be substituted for the two (2) years of lead or supervisory work experience.
4. Valid Class B Commercial Driver's License.