

County of Humboldt Job Specification
AUTOMOTIVE MAINTENANCE SUPERVISOR
Classification 0218
FLSA: Non-Exempt



DEFINITION

Under direction, plans, coordinates, supervises, and participates in the work of staff responsible for the maintenance and repair of wide variety of automotive vehicles and related equipment; performs skilled mechanical work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Equipment Superintendent or assigned management personnel. Exercises direct supervision over lower-level automotive maintenance and repair staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Automotive Maintenance series that exercises independent judgment on diverse and specialized maintenance work with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing the day-to-day work of automotive maintenance and repair crews and are responsible for providing technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, schedules, assigns, supervises, reviews, evaluates, and participates in the work of crews engaged in repair and maintenance of the County's automotive fleet.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Trains staff in work procedures, use of tools and equipment, and relevant safety precautions.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action and other personnel decisions.
- Participates in the preparation of budgetary estimates of staff, equipment, and materials for projected activities; estimates such needs for specific jobs.
- Provides technical assistance to staff in resolving difficult problems encountered.
- Reads and interprets shop manuals and specifications in performing work; overhauls, repairs, and maintains vehicles, engines, driveline components, fluid drives, pumps, and their component fuel, electrical, computer, and power transmission systems.
- Inspects and evaluates condition of fleet vehicles; diagnoses damage or cause of malfunction; prepares work orders; estimates time and material requirements; provides technical assistance to staff; reviews and evaluates completed work.

- Prepares and maintains a variety of reports and records, such as timecards, worksheets, work orders, accident reports, and maintenance requests.
- Directs the ordering and maintenance of an adequate inventory to accomplish assigned jobs.
- Responds to questions and complaints from staff of other departments and divisions.
- Recommends special work required or necessary vehicle or equipment maintenance; obtains estimates for required services and materials and recommends vendors.
- Assists in the budgeting of vehicles; solicits quotes from vendors to purchase aftermarket equipment for special service vehicles, including various special emergency warning equipment, law enforcement and public works vehicle warning lights, beacons, strobe lamps, 2-way radios, and related components.
- Ensures appropriate safety precautions and equipment are being utilized; conducts safety meetings; ensures appropriate accident reports are filed.
- Schedules and coordinates activities with other County departments and outside vendors; serves as liaison between user departments and staff regarding policies and procedures and to resolve problems.
- Participates in and ensures evaluation of economic life of vehicles and facilitates replacements, including bid specifications for replacements and the receiving of new vehicles into Fleet Services' computer systems.
- Responds to emergency situations as necessary.
- Performs related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Techniques, methods, materials, tools, and equipment used in the overhaul, repair, and maintenance of automotive vehicles.
- Principles and practices of purchasing parts and supplies and outside services.
- Safe work methods and safety practices pertaining to the work.
- Operation and maintenance of a wide variety of equipment and hand, shop, and power tools used in the work.
- Basic record keeping principles and practices.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language to effectively perform the work.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex duties related to the maintenance and repair of County automotive vehicles and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Read, interpret, and apply technical information from plans, schematics, manuals, and specifications.
- Make accurate arithmetic calculations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Coordinate work assignments with those of other divisions, departments, and agencies.
- Prepare and maintain a variety of accurate written records and reports pertaining to the work.
- Operate and maintain equipment and tools used in the field.
- Identify and implement effective courses of action to complete assigned work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade

and

Two (2) years of increasingly responsible experience in the maintenance and repair of vehicles at a level equivalent to the County's class of Automotive Mechanic II.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard shop setting.
- Use standard office equipment, including a computer, and to operate a motor vehicle to visit various County sites.
- Strength, stamina, and mobility to perform light to medium physical work, to work around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Standing in and walking in operational areas to identify problems or hazards is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites.
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 100 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

- Employees work in a maintenance shop environment and are exposed to loud noise levels, vibration, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this class will be required to complete the following before a final offer is made:

- Pre-employment drug test.
- Pre-employment physical.