

CLASS TITLE: MECHANICAL SHOP SUPERVISOR II

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for administrative and supervisory work in directing and coordinating mechanical repair, maintenance, and field support operations in several City repair shop locations; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises and coordinates operations within various shop and field maintenance areas
- Coordinates automotive and specialized equipment repair activities, both in-house and through approved commercial vendors
- Directs and oversees all technical and administrative activities within a fleet maintenance/repair shop
- Manages a work order information and scheduling system
- Keeps detailed records and provides reports concerning work flow, equipment needs, man-load statistics, and technical assessments to department management
- Allocates manpower and workload between various shops by working with customers and other EMD supervisors
- Reviews, evaluates, and directs the work of all levels of technicians and shop support personnel
- Assists in department training efforts including acquisition of training and tracking/reporting of results
- Establishes procedures and monitors shop safety programs to ensure a safe workplace
- Provides a high level of customer service to user departments and takes the necessary steps to achieve the highest levels of satisfaction possible
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and at least eight (8) years of relevant experience in the repair and maintenance of automotive and/or heavy duty vehicles or six (6) years of experience in the repair and maintenance of automotive and/or heavy duty vehicles including one (1) year supervisory experience in the repair and maintenance of automotive and/or heavy duty vehicles; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step increase or equivalent upon completion of ASE Master certification or EVT Master certification (only one) and one year employment in the position. Employee will be eligible for a one step increase or equivalent upon completion of Ford EMD Master certification (see Licenses and Certification section below) and one year employment in the position. Employee will be eligible for a one step increase or equivalent upon completion of thirty (30) accredited college hours and six months employment in the position. Employee will be eligible for an additional one step increase or equivalent upon completion of sixty (60) accredited college hours (or associates degree from accredited college) and one year of employment in the position.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, materials, equipment and operation of automotive and mechanical repair shops; considerable knowledge of the hazards and safety precautions of shop operations; good knowledge of data information systems designed for work order management. Ability to plan and coordinate several repair shop operations; ability to define needs and provide related reports for management; and the and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and

motivate people at any level within or outside the organization. Must possess strong organizational, time management, and written and verbal communication skills.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, crawling, handling, and feeling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Commercial Driver's License (CDL) A within six months of hire; ASE Master Certification or EVT Master Certification or Ford EMD Master Certification (Ford EMD Master is comprised of successful completion of 6 of the following 12 Ford options; Electronic Systems, Diesel Engine Performance, Diesel Engine Repair, Automatic Transmissions, Steering and Suspension, Gasoline Engine Repair, Gasoline Engine Performance, Climate Control, Electrical Systems, Brakes, Manual Transmission and Drivetrain) preferred.

WORKING ENVIRONMENT: Working environment is primarily indoors in a shop environment; may be exposed to hazardous materials; and subject to after-hours call-out and emergency operations support as needed.

Class Code: 3008

EEO Code: E-02

Pay Code: EX-36

Group: Labor and Trades

Series: Labor and Trades Supervision

Effective date: September 14, 2015