



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Equipment Maintenance Supervisor/ Auto Mechanic Supervisor/	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Equipment Maintenance/Traffic Superintendent	GRADE/RANK: 15 FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Under direction, performs difficult skilled work supervising mechanics and performs skilled mechanical work in the diagnosis, repair, and maintenance of a wide variety of vehicular, small engine, power equipment, and other equipment including welding repairs. Schedules equipment repairs and assigns mechanic to work. Does related work as required. Work is performed under minimal supervision. Supervision is exercised over subordinate mechanics.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Performs, supervises, plans, assigns, and inspects the day-to-day operations of the repair and servicing of the City's gasoline and diesel powered vehicles and equipment, including automobiles, heavy equipment, trucks, tractors, buses, street sweepers, police vehicles, and a variety of other municipal mechanical equipment;
- Prioritizes work based on the needs of the department and the City;
- Provides direction and technical assistance to mechanics, and others, including diagnosing problems and troubleshooting;

- Monitors status of repair work on vehicles and equipment to ensure quality control and efficient turnaround time;
- Makes recommendations, reviews, corrects and writes specifications on City equipment;
- Interacts with auto parts personnel regarding parts, supplies, and product specifications suitable to job needs;
- Oversees the safe working condition of the facility, tools, and shop equipment;
- Interacts with vendors regarding the integrity of products and applicability to job needs;
- Authorizes the purchase of parts used in repair and over-haul jobs; prepares and reports on equipment status, work progress, etc.;
- Assigns prioritizes, monitors, and evaluates the work of subordinate staff;
- Ensures all personnel are following OSHA safety practices.
- Ensures all personnel are following shop/city environmental practices and policies.
- Counsels staff and recommends discipline;
- Maintains/performs asset and non-asset automated computerized repair part inventories for equipment;
- Maintains computerized work records on equipment and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the methods, practices, materials and tools of the automotive mechanic trade;
- Thorough knowledge of the operating and repair characteristics of a variety of Public Works light, medium, and heavy-duty equipment;
- Thorough knowledge of the hazards and safety precautions of the trade;
- Thorough knowledge of the principles of internal combustion engines and related equipment;
- Knowledge of the practices, methods and tools of the welding and machinist trades;
- Ability to lay out and supervise the work of skilled mechanics and other shop workers;
- Ability to diagnose defects in and repair a wide variety of maintenance and construction equipment;
- Ability to research requirements and determine information required in the performance of bid specification writing and;
- Ability to prepare reports and communicate effectively both orally and in writing.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by technical school courses in automotive repair/service, fleet management and

extensive experience in skilled automotive mechanical work.

SPECIAL REQUIREMENTS:

The employee must possess a valid Virginia class “A” Commercial Driver's License, with endorsements “N, P, S”, no restrictions and a good driving record; a valid Virginia Class “A” State Inspector's License; and a valid approved Air Conditioning Refrigerate Recovery and Recycling Certificate. The employee is required to wear safety equipment deemed necessary and follow all applicable department’s safety, environmental and OSHA policies.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 50 pounds of force to occasionally move and load objects. Work requires climbing, kneeling, stooping, reaching, grasping, standing, walking, pushing, pulling, and lifting. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for inspecting equipment.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

This position has direct supervision of four mechanics and one parts clerk. During emergency operations (snow removal) there may be personnel assigned from other departments to assist with equipment repairs which would fall under this supervisory responsibility.

EXAMPLES OF EXPECTED DECISION MAKING:

The employee must make decisions prioritizing equipment repairs based on need, severity or repair required and work load at the existing time. The employee will be scheduling when outside departments will deliver vehicles to the shop for maintenance. The employee will determine what information needs to be included in bid specifications that may best provide future department needs. The employee will be deciding which vendor is used for parts based on price, availability and delivery time.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Auto Mechanic Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019