

# MECHANIC SUPERVISOR

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Position Code: 2051

WC Code: 8380

FLSA Status: Non-Exempt

Pay Grade: 353

Location: Public Services

Approval Date: 2014

## **General Statement of Duties**

Performs technical and skilled work supervising the work of employees engaged in the maintenance and repair of a wide variety of Town vehicles and equipment.

## **Distinguishing Features of the Class**

An employee in this class supervises employees engaged in a variety of work associated with the maintenance and repair of a wide variety of Town vehicles and equipment. Work also involves insuring that employees use proper tools, equipment and supplies and responsibility for employees and their safety. The employee is subject to working both inside and outside environments and exposure to various hazards including loud noises, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee must exercise judgment and initiative in carrying out assignments for quality and productivity of employees, and adherence to schedules and priorities.

## **Duties and Responsibilities**

Monitors and directs the daily activities of Fleet operations; prioritizes work to be completed

Purchases all shop supplies and equipment.

Works with Internal parts vendor to get the right parts ordered as needed.

Assist Internal parts vendor with the amount of inventory needed to keep on hand.

Administers all safety meetings and training workshops for the fleet employees.

Electronically identifies and tracks equipment and vehicles, including warranty information.

Trains all town employees on safety and operation of department specific equipment.

Interviews, trains and motivates employees, assigns and evaluates work, and disciplines employees according to established Town procedures; conducts performance appraisals; inspects completed work to ensure proper work performance.

Assists with the planning and development of annual budget for assigned area

Assist other departments in specifying equipment and vehicles.

Determines work to be assigned to vendors and maintains contact with vendors to ensure contract repairs are completed in a timely manner.

Tracks employee's times and fill out time sheets and vacation times.

Maintains contact with dealers to ensure warranty repair work is completed as prescribed by warranty in a timely manner

Inspects work areas to ensure safe and clean conditions are maintained at all times.

Adheres to all safety procedures and policies of the department.

Keeps in contact with other supervisors about the status of repair work so they may reassign work if necessary

Performs fabrication work and hydraulic troubleshooting and repairs on all Town vehicles and equipment

Assists other mechanics on more complex repairs and maintenance on air systems, hydraulics, and electrical systems

Conducts complex air system, electrical and mechanical repairs

Orders parts and maintain a professional relationship with vendors

Keeps up with all North Carolina state inspections

Performs repairs, services and annual pump testing on fire apparatus.

Performs other duties as requested.

## Recruitment and Selection Guidelines

### Knowledge, Skills and Abilities

Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.

Knowledge of the principles, practices and procedures of vehicle repair and maintenance, including a wide variety of motorized equipment from small engines, i.e., lawn mowers and chainsaws, to cars, trucks, sanitation collection vehicles and heavy road maintenance equipment

Knowledge of occupational hazards and safety precautions.

Knowledge of supervisory methods and techniques.

Knowledge of personnel principles and practices.

Knowledge of general office machines, computer hardware, software and peripherals.

Skill in supervising, evaluating, training and motivating employees.

Skill in scheduling and prioritizing manpower and projects.

Skill in resolving day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance and repair tasks.

Ability to communicate effectively both orally and in writing.

Ability to establishing and maintain effective working relationships with those contacted during the course of work.

Knowledge of methods and techniques of diagnosing vehicle and equipment problems.

Knowledge of State regulations for inspecting vehicles.

Knowledge of procedure and tools used in engine overhaul and electrical systems.

Knowledge of procedures for alternate diagnosis and repair of vehicle problems.

Knowledge of operation of shop equipment, tools, and machines for vehicle and equipment maintenance.

Knowledge of various test equipment for diagnosing vehicle and equipment problems.

Knowledge of principles of operation of gasoline and diesel engines.

Knowledge of general repair procedures, such as for brakes and electrical systems.

Ability to operate tools and machines for vehicle and equipment maintenance.

Ability to diagnose problems with vehicles and equipment.

Ability to perform North Carolina State Inspections.

Ability to perform diesel engine repairs.

Ability to maintain vehicle electrical systems.

Ability to identify and resolve tool and equipment problems and needs.

Ability to establish and implement new mechanical methods.

Ability to understand and follow instructions.

Ability to communicate clearly and concisely, both orally and writing.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate automotive equipment in a safe manner, fit parts, read gauges and make written records.

### **Minimum Education and Experience**

An Associate's Degree from an accredited community college and five to eight years of directly related experience; or a High School diploma or GED and ten to twelve years of directly related experience; or an equivalent combination of education and experience.

### **Special Requirements**

Possession of a valid North Carolina Commercial Driver's License

Ability to obtain within a year and maintain thereafter:

- ASE & EVT Certification
- NC Safety and Emission Certification
- Air Brake Inspection Class