

CLASS SPECIFICATION
Vehicle Maintenance Supervisor I

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, assigns and inspects the work of technical personnel engaged in the repair and servicing of a wide variety of gasoline and diesel powered vehicles and equipment; plans, schedules and inspects the work of specialized technical personnel in a metal fabrication or auto body and paint shop; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class provides first-level supervision, technical assistance and training to a staff of technical vehicle maintenance and repair personnel and related craft workers. The work of this class is distinguished from Vehicle Maintenance Supervisor II in that the latter class is responsible for a large central repair facility. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and completed work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Inspects equipment to evaluate performance and determine work required; estimates cost of vehicle repairs, including personnel, material and equipment; obtains customer authorization for costs over established threshold; discusses options with customers, including repair options, projected capital life of equipment and repair vs. replacement discussions.
5. Develops repair time standards for tasks; monitors employee ability to meet standards; ensures training and tools are sufficient to meet standards.
6. Utilizes a variety of computer software programs that support the day-to-day duties in the shop; enters vehicle, inventory, scheduling, and cost estimate information; accesses current and historical information for estimates, repair/replace discussions and work scheduling.
7. Monitors overall operational costs and expenditures and conformance to budget.
8. Schedules, coordinates, supervises and inspects the work of personnel engaged in the overhaul, repair and maintenance of a wide variety of automobiles and gas or diesel-powered trucks and equipment, including engines, fuel, electrical, hydraulic and body and chassis parts.
9. Schedules, coordinates, supervises and inspects the work of machinist and fabrications shop staff.
10. Schedules, coordinates, supervisors and inspects the work of vehicle body repair and paint shop staff.
11. Instructs and provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions; plans staff training for current and future mechanical and technological changes on vehicles and equipment.
12. Provides technical assistance to staff in resolving difficult problems encountered; remains current on vehicle and equipment changes.
13. Prepares and maintains a variety of reports and records, including time cards, worksheets, accident reports, maintenance requests, etc.
14. Responds to questions and complaints from other bureaus and divisions.
15. Recommends special work required or necessary equipment maintenance; reviews completed work.
16. Ensures the City's safety program and goals are implemented and carried out in the work unit; proposes safety requirements to be followed in the maintenance and repair of vehicles and equipment.
17. Implements 'green shop' standards and environmental practices; modifies operations to ensure that standards are met; assists with development and implementation of sustainability standards.
18. Purchases parts and supplies in accordance with City purchasing policy and procedures.
19. Assists with specification development for new equipment purchases.
20. Responds to emergency situations as necessary; participates in plan and implementation of FEMA emergency management plan.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of gasoline and diesel-powered vehicles, trucks and related equipment.
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
3. Principles and practices of purchasing materials and outside services.
4. Safe work methods and safety practices pertaining to the work.
5. Operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work.
6. Machine and welding shop methods and practices.
7. Industrial and vehicle paint shop methods and practices.
8. Relevant codes and regulations
9. Computer applications related to the work.
10. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

Ability to:

1. Plan, estimate, coordinate and schedule the work of others
2. Prepare and maintain a variety of reports and records pertaining to the work.
3. Read and interpret plans, specifications and manuals.
4. Operate and maintain equipment and tools used in the field.
5. Establish and maintain effective working relationships with those encountered in the course of the work.
6. Identify and implement effective courses of action to complete assigned work.
7. Coordinate work assignments with other divisions, departments and agencies.
8. Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
9. Exercise independent judgment and initiative within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of skilled journey-level experience in the repair and maintenance of gasoline and diesel powered vehicles and equipment, including at least two years with lead or supervisory responsibilities; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

1054 TRADES SUPERVISOR. Adopted: 07-01-92; Revised: 09-28-99

Revised: 11-21-06 Duties updated for new technology and operational improvements.

NOTE: Ordinance approved in May, 2007. Ordinance listed wrong job class# (7708), but correct title and salary range information.

June 2009 - Change Job Class number from 7707 to 30000707, due to system change.