

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: AUTOMOTIVE FLEET MAINTENANCE SUPERVISOR
DEPARTMENT: GENERAL SERVICES AGENCY
REPORTS TO: FACILITIES AND FLEET DIVISION MANAGER
CIVIL SERVICE: YES

CLASS CODE: 3027
FLSA STATUS: E
DATE: 12/99 Rev. 3/07
BARGAINING UNIT: Management

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general, indirect supervision incumbents in this class perform a variety of supervisory and management functions within the scope of garage operations; supervises the maintenance and repair of automotive and related equipment for the County garage. Supervises assigns and reviews work of Automotive Technicians. Coordinates with vendors for out-sourced work, warranty repairs and manufacturers recalls. Primary customer contact for vehicle repairs. Performs most complex vehicle repair diagnoses and determines best way to make repairs. Provides technical assistance to Technicians and Mechanics and performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position class assigned as the shop supervisor allocated to Fleet Operations (Facilities and Fleet Division) of the General Services Agency. This class is distinguished from the Facilities and Fleet Division Manager in that the latter is responsible for the daily management of all operations for the Division including technical, fiscal, and personnel activities.

SUPERVISION EXERCISED:

Exercises first line supervision over mechanics, technicians and support staff.

ESSENTIAL JOB FUNCTIONS: *Duties may include but are not limited to the following:*

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.
- Plans, organizes, and assigns maintenance work on County automobiles, trucks, vans, and other related light equipment.
- Monitors and develops garage policies, procedures, and work schedules.
- Researches and assists in the development of County vehicle purchase specifications.
- Inspects and approves the delivery of new County vehicles and related equipment.
- Assists the Division Manager in the establishment of the County garage annual operating budget.
- Monitors and evaluates maintenance work on County vehicles and maintains proper safety standards.
- Advises and assists in the diagnosis of minor and major repair work.
- Monitors, approves, and orders replacement parts, and equipment costs.
- Verifies and approves all requisitions and purchase orders for the County garage.
- Coordinates the movement and maintenance of surplus County equipment.
- Organizes, supervises and conducts the repair of equipment in the field as necessary.
- Recommends and monitors private service contracts for County vehicles and light equipment.
- Evaluates the work of the County's private service contractors relating to the maintenance and repair of vehicles and equipment.
- Monitors and purchases fuel allocations for the County garage.
- Attends seminars and classes on equipment maintenance and repair.
- Confers with the public and department directors regarding complaints and problems with County vehicles.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Miscellaneous Hand Tools Vehicle(s)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One year certificate from an accredited college or technical school or *ASE Master Technician Certification*; and four to six years of progressively responsible related experience such as overseeing the operations of mechanic shop or garage, with at

least one year of supervisory experience; or, a combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, practices, materials, and tools utilized in the maintenance and repair of vehicles and light equipment.
- Operating and repair characteristics of a wide variety of light equipment and vehicles.
- Proper safety precautions as they relate to vehicle repair and maintenance activities.
- Gasoline and diesel engines and their operation.
- Practices, methods, and tools of the welding and blacksmith trades.
- Basic budgetary principles and practices.
- Standard business arithmetic, including percentages and decimals.
- Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- The use and care of the tools and equipment of the automotive and welding trades.

Mental and Physical Abilities:

- Diagnose and repair a wide variety of automotive equipment.
- Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, etc.
- Write routine reports and correspondence.
- Add, subtract, multiply and divide whole numbers, common fractions and decimals.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is frequently required to stand, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, work in high precarious places, toxic or caustic chemicals, fumes or airborne particles, outdoor weather conditions, risk of electrical shock.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.