

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SUPERVISING AUTO MECHANIC
DEPARTMENT: GENERAL SERVICES AGENCY
REPORTS TO: FACILITIES AND FLEET DIVISION MANAGER
CIVIL SERVICE: YES

CLASS CODE: 3049
FLSA STATUS: N
DATE: 10/09
BARGAINING UNIT: SEIU

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, incumbents in this class perform supervisory duties 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 and Mechanics. Coordinates with vendors for out-sourced work, warranty repairs and manufacturers recalls. 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 first-level supervisory class is assigned to Fleet Operations (Facilities and Fleet Division) of the General Services Agency. This class is distinguished from the Automotive Mechanic series in that it provides supervision of the County garage staff. 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 full first line supervision over mechanics and technicians.

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

- Carry 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.
- Plan, organize, and assign maintenance work on County automobiles, trucks, vans, and other related light equipment.
- Monitor and develop garage procedures, and work schedules.
- Maintain records on vehicle and equipment repair and maintenance, and materials and labor used; make estimates of costs of repairs; maintain and process warranty records and prepare reports.
- Advise and assist in the diagnosis of minor and major repair work; perform most complex repair and maintenance.
- Research and assist in the development of County vehicle purchase specifications.
- Inspect and approve the delivery of new County vehicles and related equipment.
- Monitor and evaluate maintenance work on County vehicles and maintains proper safety standards.
- Monitor, approve, and order replacement parts, and equipment costs; verify and approve requisitions and purchase orders for the County garage.
- Coordinate the movement and maintenance of surplus County equipment.
- Organize, supervise and conduct the repair of equipment in the field as necessary.
- Recommend and monitor private service contracts for County vehicles and light equipment.
- Evaluate the work of the County's private service contractors relating to the maintenance and repair of vehicles and equipment.
- Monitor and purchase fuel allocations for the County garage.
- Use a computer to open, review and close work orders, track Technician work assignments, schedule and adjust workload, and generate required reports.
- Maintain and upgrade knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Miscellaneous Hand Tools Vehicle(s) Computer Electronic diagnostic tools

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance, and five years of progressively responsible related experience in the repair and maintenance

of cars and trucks in a mechanic shop or garage, with at least one year of lead work experience; or an equivalent combination of education, training and experience related to the repair and maintenance of motor vehicles 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.
- Computer applications and hardware related to the performance of the essential functions of the job.

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.
- Using a computer to accurately and effectively enter and retrieve data and information.

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 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.