

TITLE: Shop Supervisor

FM/2-656

DEPARTMENT: Fleet Maintenance, Fayette County

JOB SUMMARY: This position is responsible for supervising and participating in the repair and maintenance of fleet vehicles.

MAJOR DUTIES:

- o Supervises and performs maintenance on a variety of equipment.
- o Plans, coordinates, assigns, supervises, and evaluates the work of personnel engaged in the overhaul, maintenance, and repair of automotive construction and mechanical equipment.
- o Coordinates preventive maintenance program; prepares reports; maintains records of time, materials, and equipment; orders supplies and materials.
- o Conducts performance evaluations for maintenance shop staff.
- o Makes initial inspections in difficult cases and diagnoses mechanical defects; prepares detailed cost estimates and makes recommendations regarding the feasibility of major repairs.
- o Coordinates equipment repair work with operating departments.
- o Prices parts in accordance with county policy; submits requisitions for purchase orders; orders parts.
- o Surveys customer satisfaction, responds to questions, and takes measures to improve service.
- o Ensures that shop personnel adhere to safe work practices.
- o Inspects new equipment in accordance with state and federal regulations; performs factory inspections of equipment, fire, and medical apparatus.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard supervisory practices.
- o Knowledge of the methods, materials, tools, and standard practices of the automotive and heavy equipment mechanic trade.

- o Knowledge of the operating characteristics of a wide variety of vehicles, equipment, and machinery including fire apparatus and other emergency vehicle components.
- o Knowledge of occupational hazards and standard safety precautions necessary in a workplace.
- o Knowledge of the principles of gasoline, diesel, and alternative fuel engines.
- o Knowledge of computers and job related software programs.
- o Skill in planning and scheduling the work of personnel.
- o Skill in the diagnosis of equipment malfunctions.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Fleet Maintenance Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county policies and procedures; local, state, and federal regulations; and vehicle and equipment operations and repair manuals.

COMPLEXITY: The work consists of related supervisory and mechanical repair duties. The wide variety of equipment to be maintained contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in the repair and maintenance of the county's vehicle fleet. Success in this position provides safe and well maintained vehicles for county operations.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors and other county employees.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, garage, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Mechanic (5) and Fuel Lube/Mechanic (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

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- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.

EXEMPT/HIPAA/IWE