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<b>Job Title</b>	<b>R&amp;B Mechanic Supervisor</b>	<b>Job Code</b>	<b>Job Grade</b>
<b>Reports to</b>		<b>Position #</b>	<b>FLSA Code</b>
<b>Department</b>		<b>Location Code</b>	<b>SIC Code</b>
<b>Division</b>		<b>CS Code</b>	<b>EEO Code</b>

**Summary of Functions:**

The Mechanic Supervisor, under minimal direction, supervises mechanic staff engaged in the maintenance and repair of various vehicles and construction and maintenance equipment. The supervisor actively participates in maintaining and repairing County vehicles and equipment. Supervises, observes work in progress, and evaluates assigned personnel.

**Distinguishing Characteristics:**

This classification is responsible for directing and managing the fleet operations programs and projects through subordinate supervisors or direct reports. This classification may require a flexible work schedule in order to meet the needs of the county.

**Management Scope:** Direct supervisory responsibility for direct reports.

<b>Duties and Responsibilities</b>	<b>% of Time</b>	<b>Essential / Non-Essential</b>
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1. Responsible for the management and supervision of mechanics, including assigning and reviewing work, training completing performance evaluations, and making recommendations on hiring, terminating, and disciplining personnel.
2. Selects, motivates, and evaluates staff; provides or coordinates training and works with employees to correct deficiencies; maintains and updates department employees' personnel records, performs annual performance evaluations of staff.
3. Plans, directs, and coordinates, through subordinate-level staff, the unit work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
4. Implements and monitors a preventative maintenance program to assure cost effective maintenance and a scheduled maintenance program to provide maintenance by manufacturer's specifications.
5. Determines when to have maintenance or repairs completed inhouse or outsourced to vendors.

6. Recommends the actions needed concerning the purchase of supplies, equipment or major parts, based on notifications of requests received; meets with sales representatives concerning parts, supplies and equipment and with dealers concerning new equipment; develops and submits specifications for equipment purchases to the purchasing agent or county commissioners and recommends purchase of equipment.
7. Creates a high-quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.
8. Prepares and monitors operating budgets related to fleet, equipment, personnel, and inventory.
9. Researches and responds to customer complaints.
10. Maintains and reports on fleet equipment performance metrics.
11. Develops and implements fleet operations policies and procedures.
12. Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual effort.
13. Maintains a complete inventory system through recording of all expenditures of each vehicle (full life-cycle cost), original acquisition, upfitting costs, maintenance costs, gasoline, repair parts, supplies, etc.
14. Routinely schedules, leads, attends, and participates in meetings, training, and information sessions with staff.
15. Performs other job-related duties as assigned.

### **Minimum Qualifications**

#### Education, Experience and Training:

Graduation from an accredited high school or GED Program **AND** Eight (8) years of work-related experience, including two (2) years supervisory experience (lead worker experience counts) in fleet, mechanical or heavy equipment maintenance.

#### **OR**

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### Licenses, Registrations, Certifications, or Special Requirements:

- \* Possession of a valid state of Texas Class A or B commercial driver's license.
- \* A/C service and repair certification.
- \* D.O.T. inspection licensure.

Preferred:

Hazardous materials endorsement to CDL.

**Knowledge, Skills & Abilities:**

**Knowledge of:**

- \* Mechanical process and techniques used in the inspection, repair, and maintenance of gasoline and diesel automotive equipment and construction equipment and machinery.
- \* The acquisition, repair, maintenance, and disposal of automotive, fleet construction and off-road vehicles and equipment.
- \* The hazards and safety precautions of the automotive trade and techniques that should be applied by mechanics.
- \* The methods and techniques of the mechanical repair trade.
- \* Considerable knowledge of diesel and gas engine maintenance and repair processes.
- \* Electrical, hydraulic, and welding processes and practices.
- \* Principles and practices of effective employee supervision, training, and evaluation.
- \* Business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- \* Modern office procedures, methods, and computer equipment to include Windows and Microsoft based products.

**Skill in:**

- \* Analyzing problems and identify alternative solutions.
- \* Troubleshooting diagnosing and repairing equipment with accuracy and speed.
- \* Researching and evaluating new service methods and techniques.
- \* Test and inspect services and processes to evaluate quality or performance.
- \* Instilling a culture of proper and applicable safety practices, procedures, and regulations in the work place.

**Ability to:**

- \* Prioritize competing priorities.
- \* Ability to negotiate, develop, and prepare internal service level agreements.
- \* Supervise the work of others.
- \* Develop maintenance schedules for vehicles and equipment.
- \* Deliver both verbal and written instructions and communicate in a concise and effective manner.
- \* Maintain accurate records.
- \* Work efficiently, both independently and as part of a team.
- \* Reason and make judgments and decisions.
- \* Manage time well of self and staff, perform multiple tasks and organize diverse activities.
- \* Demonstrate leadership and ability to deliver efficiency and quality at the highest of standards.
- \* Diagnose problems and determine appropriate service or repair.
- \* Establish and maintain effective working relationships with direct reports and peers.
- \* Demonstrate regular and reliable attendance.

**Physical/Environmental Requirements and Other Information:**

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals, and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools, or machinery, indoors/outdoors in all types of weather (excessive heat and cold). Requires the use of Personal Protective Equipment as required by job circumstances.

(YOUR COUNTY NAME) employees play an important role in business continuity. As such, employees may be assigned to business continuity efforts outside of normal job functions.

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