

# **CITY OF PULLMAN, WASHINGTON**

## **CLASS SPECIFICATION**

### **AUTOMOTIVE REPAIR SUPERVISOR**

**2215**

GENERAL PURPOSE: This is supervisory automotive repair work.

CLASSIFICATION SUMMARY: The principal function of an employee in this class is to develop, modify, and administer a modern preventive maintenance and inventory control program for a large variety of automotive and related equipment. Provide troubleshooting advice to mechanics on difficult repairs. Develop and administer the unit's budget. Direct supervision is exercised over three heavy equipment mechanics. An employee in this class performs the duties of other employees in the City as required. The Automatic Repair Supervisor reports to the Maintenance and Operations Superintendent who reviews work for the effectiveness of the preventive maintenance, inventory control, and repair programs.

#### ILLUSTRATIVE EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops, modifies, and administers the preventive maintenance program; establishes and revises service intervals for each piece of equipment; projects workloads and personnel requirements; establishes repair procedures and priorities; develops methods for evaluating in-house versus contracted repairs; establishes quality control and safety inspection programs and conducts inspections; maintains preventive maintenance computerized databases; assists the maintenance and operations superintendent in evaluating repair/replacement alternatives; evaluates the effectiveness of the program.

Performs the full range of supervisory duties; plans, schedules, directs, and evaluates the performance of shop personnel; provides orientation to new personnel; effectively recommends the hiring of new personnel; conducts weekly staff and safety meetings.

Maintains a computerized inventory control system; defines and classifies stock by usage; evaluates warehousing versus local, on-time purchasing; authorizes purchases and develops automatic re-order levels.

Monitors and inspects the state-mandated weekly transit bus safety inspections.

Diagnoses difficult problems encountered by mechanics.

Maintains automated equipment repair database including mechanic labor costs, parts and lubricant costs, outside repairs, and downtime.

Assists in the preparation of the annual operating and capital improvement budgets.

Reviews specifications with the maintenance and operations superintendent for new equipment and shop machinery; maintains good public relations with user departments, vendors, and the general public; schedules and arranges for specialized outside maintenance as required; reviews new vehicles and equipment for compliance with bid specifications.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

- Considerable knowledge of automotive preventive maintenance programs.
- Considerable knowledge of modern automotive repair and inventory control programs.
- Considerable knowledge of the principles governing internal combustion and diesel engines and auxiliary equipment.
- Considerable knowledge of tools, equipment, and technology used in the repair and maintenance of automotive equipment.
- Considerable knowledge of occupational hazards and safety programs used in the automotive repair trade.
- Knowledge of modern supervisory principles and practices such as work planning and scheduling, personnel evaluation and motivation, and program effectiveness evaluations.
- Knowledge of automotive parts and equipment suppliers for the kind of equipment in the city's fleet.
- Skill comprehending and analyzing a variety of technical data, electrical schematics, and preparing reports and operating procedures.
- Skill in diagnosing mechanical and electrical failures.
- Skill in comprehending and applying technical instructions and repair manuals.
- Ability to understand oral and written instructions and to give oral and written instructions which are clear.
- Ability to establish and maintain effective working relationships with supervisor, division employees, city staff, and the general public.
- Ability to adapt effectively to new situations and methods.
- Ability to analyze computerized records and make cost-effective changes in work procedures.
- Ability to provide quality services in a cost-effective manner and to recommend improved methods of performing the work.
- Ability to safely operate a motor vehicle as evidenced by a good driving record.
- Ability to physically perform the essential functions of the job

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of automotive equipment repair experience in a shop with a modern preventive maintenance and inventory control program, preferably as a lead worker or supervisor; or substituting course work or training in preventive maintenance, inventory control, automotive equipment repair, and supervision for up to two years of the experience; or any equivalent combination of experience and training. Possession of class B commercial driver's license.

TOOLS AND EQUIPMENT USED:

Personal computer; motorized vehicles for mechanical testing purposes; power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; phone.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds.

The noise level in the work environment is moderately noisy.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Class: Non-Exempt

Adopted: 9/82                      Revised: 9/91, 3/94, 12/01