

MECHANIC SUPERVISOR

Position Code: 2051

WC Code: 8380

FLSA Status: Non-Exempt

Pay Grade: 353 (\$43,714 - \$68,366)

Location: Public Services

Approval Date: 2010

General Statement of Duties

An employee in this class plans, supervises, coordinates and controls the daily activities related to the maintenance and repair of a wide variety of Town vehicles and equipment.

Duties and Responsibilities

Monitors and directs the daily activities of Fleet operations; prioritizes work to be completed

Interviews, trains and motivates employees, assigns and evaluates work, and disciplines employees according to established Town procedures; conducts performance appraisals; inspects completed work to ensure proper work performance.

Assists with the planning and development of annual budget for assigned area

Determines work to be assigned to vendors and maintains contact with vendors to ensure contract repairs are completed in a timely manner, e.g., transmission or vehicle accident repairs

Maintains contact with dealers to ensure warranty repair work is completed as prescribed by warranty in a timely manner

Inspects work areas to ensure safe and clean conditions are maintained at all times

Keeps in contact with other supervisors about the status of repair work so they may reassign work if necessary

Performs fabrication work and hydraulic troubleshooting and repairs on all Town vehicles and equipment

Assists other mechanics on more complex repairs and maintenance on air systems, hydraulics, and electrical systems

Conducts complex air system, electrical and mechanical repairs

Orders parts and maintain a professional relationship with vendors

Keeps up with all North Carolina state inspections

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.

Knowledge of the principles, practices and procedures of vehicle repair and maintenance, including a wide variety of motorized equipment from small engines, i.e., lawn mowers and chainsaws, to cars, trucks, sanitation collection vehicles and heavy road maintenance equipment

Knowledge of occupational hazards and safety precautions.

Knowledge of supervisory methods and techniques.

Knowledge of personnel principles and practices.

Knowledge of general office machines, computer hardware, software and peripherals.

Skill in supervising, evaluating, training and motivating employees.

Skill in scheduling and prioritizing manpower and projects.

Skill in resolving day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance and repair tasks.

Ability to communicate effectively both orally and in writing.

Ability to establishing and maintain effective working relationships with those contacted during the course of work.

Knowledge of methods and techniques of diagnosing vehicle and equipment problems.

Knowledge of procedure and machines used in performing front end alignment.

Knowledge of State regulations for inspecting vehicles.

Knowledge of procedure and tools used in engine overhaul and electrical systems.

Knowledge of procedures for alternate diagnosis and repair of vehicle problems.

Knowledge of operation of shop equipment, tools, and machines for vehicle and equipment maintenance.

Knowledge of various test equipment for diagnosing vehicle and equipment problems.

Knowledge of principles of operation of gasoline and diesel engines.

Knowledge of general repair procedures, such as for brakes and electrical systems.

Ability to operate tools and machines for vehicle and equipment maintenance.

Ability to diagnose problems with vehicles and equipment.

Ability to perform North Carolina State Inspections.

Ability to perform diesel engine repairs.

Ability to maintain vehicle electrical systems.

Ability to identify and resolve tool and equipment problems and needs.

Ability to establish and implement new mechanical methods.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate automotive equipment in a safe manner, fit parts, read gauges and make written records.

Minimum Education and Experience

An Associate's Degree from an accredited community college and five to eight years of directly related experience; or a High School diploma or GED and ten to twelve years of directly related experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina Commercial Driver's License