

MAINTENANCE SUPERVISOR (AUTOMOTIVE)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work that involves the scheduling, direction and training of personnel in the care and upkeep of gasoline and diesel automotive and motor equipment, as well as other internal combustion-powered tools and equipment. Some personal participation in maintenance activities may be required. The work is accomplished in accordance with prescribed policies under the general supervision of a higher-level maintenance supervisor or a program administrator with considerable leeway for the exercise of independent judgment in completing assigned work projects. Supervision is exercised over a number of employees, which may include mechanics, assistant mechanics, welders, body repairers and helpers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and maintains a preventive maintenance program for the municipality's automobiles and motor equipment;

Determines work priorities, assigns and supervises work and provides technical direction to those involved in the maintenance of vehicles, equipment, motors and engines;

Provides direction and guidance in the repair and maintenance of gasoline and diesel automotive and motor equipment, and other internal combustion-powered tools and equipment;

Trains new employees in the use of tools and equipment and in maintenance techniques;

Coordinates and/or schedules training programs to ensure proper implementation of new practices and procedures;

Diagnoses causes of equipment failure and malfunction;

Maintains inventory control and orders materials, supplies and tools;

Evaluates ongoing activities, considers practical improvements and makes pertinent recommendations to supervisor;

Maintains time, leave and production records and prepares written reports;

Prepares cost estimates, including budget requests, for maintenance projects and programs;

Stays current with industry trends, new vehicle technologies and repair techniques;

May perform complete diesel engine repair and maintenance including fuel systems and all engine related components;

May maintain and manage a computerized fuel management system;

May be required to drive a school bus on an emergency basis;

May be required to test-drive automotive equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of automotive and heavy equipment repair methods, procedures and safety practices; working knowledge of the tools, materials and equipment used in automotive and related maintenance work; where required, ability to make mechanical, electrical and hydraulic repairs on diesel-powered automotive and motor equipment;* ability to maintain a storage and inventory system; ability to read assembly diagrams and specifications; ability to supervise the work of others; ability to understand and carry out moderately difficult oral and written instructions; ability to get along well with others; ability to use computer software applicable to automotive maintenance; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS: Seven (7) years of experience in the maintenance of gasoline and diesel automotive and motor equipment**, one (1) year of which must have involved the supervision of others.

NOTE: An Associate's degree or higher in Automotive Technology or comparable degree or a certificate from a post-secondary vocational school in Automotive Technology or comparable certificate may be substituted for two (2) years of the required work experience involving the maintenance of gasoline and diesel automotive and motor equipment.**

PROMOTION: Two (2) years of permanent status as an Automotive Mechanic I, Automotive Mechanic II or any equivalent title (e.g., Automotive Mechanic I and Body Repairer, Automotive Mechanic I and Welder, Automotive Mechanic II and Body Repairer).

SPECIAL REQUIREMENT: It is the responsibility of the appointing authority to ensure that the incumbent, when assigned to drive equipment on public roadways, possess a valid driver's license appropriate for the kind and size of the vehicles being operated, and when assigned to drive a bus, adheres to all special regulations of the Commissioner of Motor Vehicles and/or Commissioner of Education.

*To be demonstrated during the probationary period.

**Time spent as a laborer or trade helper will not be considered qualifying experience.