



CLASS SPECIFICATION

Class Title: Vehicle Maintenance Supervisor
Department: Public Works

Class Code: 190
Eff. Date: 1/16/87
Grade: 20
Revised: 08/05/09

GENERAL PURPOSE

Under the supervision of the Public Works Director or Operations Manager, performs skilled and supervisory work in the day-to-day maintenance, repair, and servicing of all County vehicles and equipment.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Supervises, trains and assists mechanics in more complex maintenance and repair activities; assigns and monitors work; ensures compliance with safety standards; evaluates performance in compliance with County policies, procedures and practices; disciplines employees as directed.

Supervises the maintenance of necessary records and forms on the work performed; supervises the ordering of parts and supplies, maintains an adequate inventory for the most efficient use.

Notifies County departments when vehicles are ready; resolves complaint issues with other department officials and their employees.

Performs on-call vehicle maintenance duties; responds to telephone and/or radio requests for emergency mechanical repairs of department equipment in the field.

Performs major maintenance and repair work on gasoline and diesel engines, transmissions, differentials, mechanical equipment, and other units; conducts safety inspections and emission tests on vehicles.

Performs major mechanical work on suspensions, chassis systems, cooling, fuel, electrical, and hydraulic systems.

Operates welding equipment to repair broken parts for automotive and other mechanized equipment.

Tests maintenance and repair work to insure satisfactory results.

May assist in the performance of other skilled duties in the department as necessary.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation plus four (4) years of full-time heavy duty journey mechanic experience, at least one (1) of which must have been in a lead or supervisory capacity.

2. Special Qualifications:

Must possess a valid Class A Utah Commercial Driver License and medical card. Must possess or obtain within six (6) months of hire date, a tanker endorsement, motorcycle endorsement, and bus endorsement.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: gasoline and diesel engines; drive trains and vehicle electrical systems; methods, materials, tools, and standard practices of mechanics trade; principles or operation of internal combustion engines; vehicle hydraulic systems; power tools and equipment; hazards and safety precautions. Working knowledge of: effective supervisory principles and practices.

Skill in: operating a variety of vehicles and heavy equipment; the use of a variety of mechanic's hand and power tools and diagnostic testing equipment used in mechanical repair; welding; keyboarding.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: direct, assign, supervise and evaluate the work of others; diagnose mechanical and electrical defects and determine steps necessary for proper operating condition; ensure compliance with and follow standard safety practices and procedures common to equipment maintenance work; frequently lift, carry, and otherwise move objects weighing up to 100 lbs.; communicate effectively (orally and in writing); keep accurate and complete records; establish and maintain effective working relationships with supervisors, other employees, vendors, and the general public; follow written and oral instructions.