

MAJOR FUNCTION

This is responsible supervisory and skilled mechanical work directing the mechanical operations of the garage that provides repair and maintenance service for the City's automobiles, trucks and heavy equipment. Work is performed under the general direction of the Superintendent-Fleet Management or another designated supervisory position; however, the employee is expected to exercise independent judgment. Work is reviewed through conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, schedules, and assigns the work of mechanics and subordinate personnel. May inspect, test and road check equipment to determine the nature of defects and failures and to review the work of automotive mechanics and helpers who performed the repair and maintenance work. Directs the skilled maintenance and repair of all types of automotive equipment. Maintains records of work performed and prepares reports of repair work involving equipment to determine the cause and extent of damage, and when it is determined to be necessary, secures estimates on repair jobs from dealers and operators of privately owned shops. Directs the input of information into the Fleet Management electronic program, FASTER. Trains technicians and critiques reports daily, weekly and monthly for accuracy. Closes all work orders after approval. Requisitions replacement parts, fuel and lubricants. Requisitions supplies and equipment required in fleet maintenance and garage operations. Keeps operating records and makes reports. Figures flat rate hours and percentages for repair work. Researches, recommends and develops cost effective customer service solutions. Recommends the hire, transfer, promotion, grievance resolution and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

May assist in preparation of budget and related reports. Coordinates the attendance of assigned staff at events that requires their presence during working hours. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the construction, assembly, adjustment and maintenance of a variety of automobiles, trucks, and other automotive equipment. Considerable knowledge of the methods and practices used to repair and renovate automotive equipment, especially as applied to the mechanical operation. Considerable knowledge of the instruments employed in testing the operation and repair of automotive equipment, such as ammeters, voltmeters, micrometers, calipers, divider, dial gauges, compression gauges, and other testing devices; knowledge of methods of sound management as related to the operation of a repair and maintenance garage. Ability to diagnose defects in automotive equipment and to either personally perform or instruct subordinates in approved techniques for resolving defects. Ability to make road tests and other checks of the effectiveness of repair and maintenance work. Ability to plan, direct and supervise the work of automotive mechanics and helpers, including both skilled and unskilled crafts. Ability to keep time and work records and to prepare reports of shop operations. Skills in the application and/or supervision of modern methods and techniques used in the repair and renovation of automotive equipment and in the care and use of pertinent tools, equipment and facilities. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and five years of technical experience in the maintenance and repair of automotive equipment.

Necessary Special Requirements

At the time of appointment, must possess a valid State Commercial Driver's License (CDL) and specific endorsement(s) appropriate for the equipment to be operated.

Must possess at least eight National Institute for Automotive Service Excellence (ASE) certifications or the available number of certifications available in the service area in any combination that support the area of supervision or must obtain same within 18 months from date of employment, as a condition of continued employment.

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