

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB221 Garage Supervisor
POSITION #/TITLE: 3 Positions Garage Supervisor	Adopted: 10-16
	Revised:

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Fleet Services	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2438/NB367/Fleet Operations Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Reflective Vest, Foot, Hearing	

General Statement of Duties

Provides supervision and technical leadership in the maintenance of vehicles and heavy equipment.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of automotive equipment mechanics at the City's garages.

Examples of Essential Work (Illustrative Only)

- Confers with department heads and other City officials regarding the maintenance and repair of vehicles and heavy equipment concerning costs and budget allocation
- Ensures compliance with Fleet Services business practices and management techniques;
- Evaluates maintenance and repair workload, open work orders, schedule work, assign work to mechanics and inspect completed work;
- Provides training and assistance to mechanics in performing maintenance and repair work;
- Participates with Fleet Operations Supervisor in the interviewing, screening and selection of new Auto Equipment Mechanics employees;
- Opens work orders assigns and monitors work of Auto Equipment Mechanics to ensure they have jobs at the beginning of shift;
- Reviews and closes out work orders for assigned work group daily;
- Resolves Safety Bulletins/Recalls by working with departments and vendors to address in a timely manner;
- Researches maintenance history on equipment and gives Fleet Operations Supervisor recommendations on repairs;
- Assigns auto mechanics to acquire estimates for accident repairs and outside vehicle service;
- Identifies the necessity of overtime for backfill or extended maintenance operations to accomplish work tasks, and notifies Fleet Operations Supervisor or Fleet Services Manager;
- Monitors labor audit process, and counsels Mechanics on proper time reporting;

Oversees requisitioning of parts for work orders;
Approves all invoices regarding commercial repairs;
Provides daily supervision of Mechanics in the Fleet Services Division;
Inspects completed mechanical and body shop work;
May submit warranty claims;
Teams with all City Garage locations to ensure maintenance activities are directed in support of customer expectations and needs;
Diagnoses complex mechanical problems and determines repair work needed; including knowledge of and use of specialized testing and diagnostic equipment;
Sets up and operates specialized power equipment to recondition engine, transmission, and related equipment as well as for such vehicle components such as brakes, batteries, alternators, starters, etc.;
Repairs and/or replaces vehicle electrical components and troubleshoots and repairs electrical system;
Inspects and maintains shop equipment and tools, reports to Fleet Operations Supervisor when equipment or tools are no longer in safe operating condition;
Assigns an automotive equipment mechanic regarding disabled vehicles/equipment for the purpose of performing emergency repair work in the field;
May rebuild, repair, replace engines, transmissions, differentials in cars, trucks, bulldozers, loaders, sweepers and other equipment;
Oversees and participates in rebuilds of sweepers, salt spreaders, carburetors, generators, starters and other moving parts;
Reviews commercial invoices for maintenance performed and recommends approval/denial based on warranty coverage and work performed;
Provides technical expertise in diagnosis of engine problems;
Provides guidance to mechanics in complete engine overhauls;
Assists mechanics and storekeeper in parts research;
Repairs gasoline and diesel engines;
Repairs automatic transmissions and manual transmissions;
Repairs power steering systems;
Repairs suspension systems, hydraulic systems, hydraulic braking systems and complete electrical systems;
Works with vendors to resolve service and/or purchase issues;
Attends daily tailgate;
Reviews daily labor audits, makes adjustments as needed;
Reviews and approves payroll slips;
Maintains garage staffing levels, hiring process and overtime assignments as needed;
Performs mid-year and annual appraisals of Mechanics;
Performs employee coaching and disciplinary action for personnel in City Garages;
Performs injury/illness investigations and reports;
Makes periodic inspections of tools and equipment to ensure safety;
Conducts timely performance reviews and monitors performance staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required and other duties as assigned.

Required Knowledge and Abilities

Thorough knowledge of the functioning of mechanical equipment attached to vehicles for special purpose work;
Thorough knowledge of automotive mechanics including the functions, maintenance and repair of engine transmissions and other systems and devices associated with motor vehicle operation;
Ability to train, assign, motivate, supervise and evaluate the work of others;

Ability to prepare accurate and reliable reports, both written and digital, in containing construction specifications, maintenance and repair components, findings, conclusions and recommendations;
Ability to communicate both verbally and in writing, which includes explaining repair techniques to mechanics and providing information to department heads regarding auto maintenance;
Ability to instruct mechanics in repair and maintenance, direct actions in emergency situations, inspect completed work projects of mechanics and body shop personnel and resolve difficult repair or maintenance problems and oversee the pursuing of parts;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in business management or automotive or diesel systems or a related field; and
Considerable experience in automotive and heavy equipment maintenance, including supervisory experience; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Commercial Driver's License (Class B) with appropriate endorsements and Valid Medical Examiners Certificate
Passenger Endorsement on their CDL (Transit only)
EPA air conditioning certification (Transit only)
Must supply own mechanical hand tools.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment and tools;
Sufficient personal mobility, which permits the employee to operate equipment.