



## **CLASSIFICATION DESCRIPTION**

**TITLE: MECHANIC SHOP SUPERVISOR**      **JOB CODE: 12 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under administrative supervision, the purpose of the position is to perform skilled work involving the maintenance and repair of gasoline or diesel driven motors and related auto equipment, machinery and tools. Position functions in a supervisory capacity to monitor, assist, and coordinate journeyman level employees. Employee functions at supervisor level to perform complex work with independence, and more difficult work under guidance and supervision of the Street Superintendent.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs complex preventive maintenance, overhaul and repair services of on automobiles, light and heavy trucks, mechanical equipment and other gasoline and diesel driven motors.
- Services include changing oil, air filters, fuel filters, fan belts, radiator hoses, and sparkplugs; inspects, adjusts and replaces necessary parts; tunes and adjusts engines.
- Repairs and welds automotive bodies; removes, repairs and replaces component parts or assembles automotive systems.
- Inspects and performs brake repairs, including the replacing of the master brake cylinder, brake pads, calipers, fluid lines; replaces or repairs clutch on manual transmissions.
- Maintains and calibrates shop tools, machinery and equipment; completes service orders to document parts and labor used in service and repair activities.
- Must be able to respond to emergency and after-hour calls on nights, weekends and holidays.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to City policies.
- Responsible for ensuring all work and activities are performed safely and in accordance with City policies.
- Completes all required paperwork to include work orders and monthly reports.

- Must function in severe weather conditions and have the ability to respond to hazardous/risky situations and perform mitigation efforts in emergencies.
- Trains and instructs other employees on the safety and proper use of various pieces of equipment and proper maintenance procedures.
- Performs as lead worker while working on, assigning, directing, and monitoring the work of the crews.
- May perform manual labor associated with construction and maintenance.
- May perform duties of a subordinate position.
- Tests the operation of vehicles and light trucks upon completion of repairs to ensure proper functioning and safe operating condition.
- Ensures the safe and proper operation of trades tools and power equipment; adheres to prescribed safety standards and regulatory requirements.
- Performs major repairs replacing major components such engines, brakes, heating and air conditioning systems, drive trains and transmissions; includes disassembling, inspecting, and replacing or repairing worn or broken parts and components.
- Maintains current knowledge of trends and developments in the field for application to functional areas of responsibility.
- Coordinates, assists, instructs and reviews the work of journeyman Mechanics.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by seven (7) years responsible experience in automotive and heavy equipment/machinery maintenance and repair; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a Class B Florida Commercial Drivers License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand, follow and direct written and oral instructions.
- Considerable knowledge of the assembly, maintenance and repair of a wide variety of general and special automotive gasoline and diesel driven equipment, e.g., automobiles, light and heavy trucks, mechanical equipment.
- Skill in inspecting, diagnosing and repairing routine to moderately complex mechanic problems of automotive motors and equipment.

- Skill in operating various automotive repair tools and diagnostic equipment, e.g., welding equipment, wheel balancing equipment, drill press, grinder, hydraulic press, battery charger, pressure cleaner.
- Considerable knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in the field.
- Considerable knowledge of the methods, materials, tools and standard practices of the automotive and light truck repair and maintenance trade.
- Considerable knowledge of the potential occupational hazards and safety precautions necessary for successful performance in the trade.
- Considerable knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios and percentages.
- Ability to read, analyze and interpret technical procedures and safety rules, operating and maintenance instructions, and procedure manual.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, schematic or schedule form.
- Ability to establish and maintain effective working relationships and communications with co-workers and other City internal customers.
- Knowledge of computers and software, Microsoft Excel and Word.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 100 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes or airborne particles, toxic or caustic substances, excessive noise, and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.