

**EQUIPMENT SHOP SUPERVISOR**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Property Management

**REPORTS TO:** Equipment Shop Superintendent

**CLASS SUMMARY**

Performs complex skilled mechanic work and supervises mechanics and shop activities related to the maintenance of County vehicles and equipment.

**DISTINGUISHING CHARACTERISTICS**

The Equipment Shop Supervisor is the second level of a two-level mechanic series that is distinguished from the Mechanic by its full supervisory authority.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Supervises two or more full-time staff to include prioritizing and assigning work, conducting performance evaluations; ensuring staff is trained, and making hiring, termination, and disciplinary recommendations.
- Performs initial and final inspections on vehicles for part installations and general mechanical repairs.
- Enforces safety rules of the department and work area.
- Provides work direction and instruction on vehicle repairs to include assisting with repairs.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**KNOWLEDGE AND SKILLS**

Knowledge of:

- Lubricant principles and usage;
- Equipment preventive maintenance schedules;
- Applicable laws and regulations;
- Safety requirements and procedures;
- Supervision principles;
- Automotive repair, maintenance and part identification;
- Gasoline and diesel engine operation;
- Adjustment and repair of automotive systems;
- Small engine maintenance and repair.

Skill in:

- Keeping records;
- Managing projects;

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- Estimating cost;
- Troubleshooting equipment;
- Estimating job time and scheduling requirements;
- Matching abilities with the job;
- Using computers and software applications;
- Training staff;
- Monitoring and evaluating performance;
- Reading electrical diagrams and manuals;
- Using a variety of tools and equipment;
- Operating motor vehicles;
- Repairing and maintaining vehicles;
- Installing and removing parts;
- Checking vehicle fluids;
- Operating equipment and power tools;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **TRAINING AND EXPERIENCE**

High School Diploma or General Equivalency Diploma (GED) and five years of related equipment maintenance and repair service; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **LICENSING/CERTIFICATION**

- Valid North Carolina Driver's License;
- ASE Certified.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires stooping, kneeling, crouching, crawling, reaching, standing, walking, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

### **GENERAL INFORMATION**

FLSA Status: Non-exempt

Class Spec Established/Revised: E11/99; R8/02; R10/02