

JOB TITLE: Shop Supervisor

SW/2

DEPARTMENT: Solid Waste, Rutherford County

JOB SUMMARY: This position is responsible for overseeing the maintenance and repair of a variety of automotive vehicles and specialized equipment.

MAJOR DUTIES:

- o Supervises the maintenance and repair of the department's vehicle and equipment fleet.
- o Monitors maintenance activities and participates in service/repair work.
- o Gives technical advice and assistance to mechanic; supervises and participates in the work on difficult jobs.
- o Hires, trains, assigns, supervises, evaluates and disciplines personnel.
- o Prepares and maintains record of repairs and servicing; coordinates servicing schedule with drivers; coordinates warranty and contract work with outside vendors and manufacturers; orders parts for repairs.
- o Trouble shoots problems and determines most appropriate course of action and sets priorities for repair work.
- o Prepares and administers budget and maintains vehicle and equipment records to advise management when to replace vehicles base on operating and repair cost analysis.
- o Researches prices and monitors the work of outside vendors.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of management and supervisory techniques.
- o Knowledge of preventive and corrective maintenance procedures for a variety of vehicles and equipment.
- o Knowledge of record-keeping systems.
- o Knowledge of engine testing and diagnostic equipment.
- o Knowledge of the mechanical functioning and repair of a wide variety of vehicles and equipment.

- o Knowledge of county and department purchasing procedures.
- o Knowledge of county and department policies and procedures.
- o Knowledge of relevant state and federal laws and regulations.
- o Skill in management and supervision.
- o Skill in using meters, gauges, and measurement devices.
- o Skill in performing preventive and corrective maintenance procedures.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Solid Waste Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county ordinances, county and department policies and procedures, and relevant state and federal regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties in equipment and automotive maintenance in addition to supervisory and management responsibilities. The rapid changes in equipment technology contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage maintenance and repair activities for the department. Successful performance results in an efficient shop and properly-functioning vehicles and equipment.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, and other county employees.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and negotiate matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

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WORK ENVIRONMENT: The work is performed in an office, a vehicle maintenance shop, and outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and inclement weather. The work may require the use of protective goggles or masks.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Mechanic (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.