

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **SHOP SUPERVISOR**

Department: Road and Bridge  
FLSA Designation: Exempt

Pay Grade: 13  
Effective Date: 10/04, 8/09

### **Purpose of Class**

Administers the County vehicle and equipment maintenance, repair, and fuel program; performs mechanical maintenance and repair of County fleet vehicles, light, and heavy equipment; performs related work as required.

### **Primary Function**

The primary function of an employee in this class is to administer and supervise the maintenance and repair County fleet vehicles and light and heavy equipment, administer the County fuels program, and supervise assigned employees. The work is performed under the supervision of the Assistant Road and Bridge Superintendent. Supervision is exercised over mechanics and shop support staff. The principal duties of this class are performed in an automotive shop environment that may involve exposure to adverse weather conditions, power tools and equipment, and related hazards.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Administers the fleet vehicle and light and heavy equipment maintenance, repair, and inspection program;
- Administers the fuel management program;
- Supervises the employees who perform maintenance, inspection, and repair of County vehicles and light and heavy equipment;
- Schedules and assigns vehicle and equipment maintenance tasks and ensures work assignments are completed and in compliance with safety and maintenance standards;
- Supervises purchasing and inventory control of spare parts, tools, equipment, and supplies;
- Supervises, trains, and evaluates employees;
- Implements and maintains vehicle and light and heavy equipment periodic maintenance schedule;
- Administers shop safety and training programs;
- Supervises maintenance of shop building, equipment, communications system, tools, and supplies;
- Assists with bid specifications and makes equipment replacement recommendations;
- Inspects and purchases used vehicles for County fleet;
- Supervises and performs high level maintenance, troubleshooting, safety inspections, and repair work on all fleet vehicles, light and heavy equipment, industrial equipment, both gas and diesel, and other related equipment;

- Fabricates, makes alterations, and welds minor projects;
- Supervises and performs inspections and repairs on hydraulic systems, drive trains, transmissions, suspensions, steering systems, heating and air conditioning systems, ventilation systems, and emissions and related systems;
- Services gas and diesel vehicles and equipment with fluids and lubricants, supervising and performing tune-ups, clutch and brake adjustments, mounting and balancing tires, and servicing front end steering and suspension systems;
- Supervises, implements, and administers oil sample program; integrates program into preventive maintenance schedule;
- Supervises and performs troubleshooting and repair work on sophisticated and technical emergency equipment associated with public safety;
- Supervises and performs vehicle body repairs, painting, and touchup work and determines when repairs will be performed by outside vendors;
- Plans and organizes preventive maintenance schedules; maintains records on vehicles;
- Provides emergency field service to disabled vehicles;
- Maintains shop and work area in a neat, clean, and tidy manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices and in accordance with automotive industry standards, policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Supervises road crews in the absence of Field Supervisor;
- On call to respond to emergency situations, including snow removal;
- May be assigned to perform duties with Department crews;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques;
- Safety standards and training programs and methods;
- Methods, materials, tools, and standard practices of the automotive mechanic's trade, with particular reference to fleet vehicles and light and heavy equipment maintenance;
- Installation, diagnosis, servicing, and repair of gasoline and diesel engines, brake systems, steering and suspension systems, hydraulic systems, power and transmission systems, vehicle electrical systems, computerized engine controls, and related components and systems;
- Operating and maintenance requirements of heavy duty and maintenance equipment;
- Fabrication of components in building police cars and other County equipment;
- Federal (OSHA) and County heavy equipment and automotive repair and maintenance safety principles and practices including the use of air-powered equipment, lifts, and hoists;
- Personal computers and software used for maintenance, diagnostic, and repair functions;

- Recordkeeping procedures.

Ability to:

- Supervise, train, motivate, evaluate, and discipline employees;
- Communicate effectively, both orally and in writing, with subordinate employees, supervisors, the public, local elected and appointed officials, and other County employees.
- Develop and implement a periodic maintenance schedule for assigned fleet vehicles and light and heavy duty equipment;
- Diagnose simple to complex mechanical system problems and determine the best course of repair, maintenance, or replacement;
- Operate mechanical tools and equipment for equipment and automotive repair;
- Repair equipment and automotive engines (gasoline and diesel), electrical systems, drive train and suspension systems, hoses and belts, and specialty parts;
- Inspect equipment and vehicles for common maintenance problems and concerns and monitor fluid levels;
- Operate air-powered equipment and tire break-down equipment;
- Perform engine tune-ups including computerized control systems;
- Read and comprehend equipment and automotive maintenance and repair manuals;
- Operate a personal computer and job-related software;
- Follow written and oral instructions;
- Maintain vehicle and equipment inspection, maintenance, and repair records, reports, and activity logs;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform time management, organizational, and scheduling functions, meet deadlines, and set task priorities;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Operate diagnostic and related electronic equipment using program applications appropriate to assigned duties;
- Operate a motor vehicle, including shop and fuel trucks;

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required and advanced technical training, including diesel mechanics, is required;
- Five (5) years of vehicle and light and heavy equipment repair experience, including two (2) years of supervisory experience, is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho drivers license with Class A CDL and hazardous materials, trailer, air brake, and tanker endorsements is required;
- R12 and 134A certification is required;
- Forklift operator certification is required;
- Federal (DOT) brake adjustment certification is required;
- Diesel mechanic certification is required;
- Welding certification is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, and diagnose problems and relay maintenance needs to customers;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, inspect equipment and automotive parts, fluid levels, equipment operation, and make necessary repairs;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of automotive shop tools including hand and power tools, electronic diagnostic and related specialized equipment, and make adjustments to equipment;
- Sufficient personal mobility, flexibility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift/move up to 100 pounds, work under vehicles, in confined spaces, remove and replace parts for repair and replacement, and work in an automotive shop environment.