

FLEET MECHANIC SUPERVISOR

PURPOSE AND NATURE OF WORK

Work requires supervising the performance of skilled repairs in the maintenance and repair of automobiles, trucks, buses, tractors, light and heavy equipment and other related equipment, and occasionally participating in such work. The principle class responsibilities are restoring equipment back to service as rapidly as possible and ensuring the proper standards of workmanship are applied to all repair work. General supervision is received from the Fleet Superintendent and work is evaluated through discussions and proper functioning of repaired equipment.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by the incumbent in this class. All of the duties performed by the incumbent may not be listed.)

Lays out, assigns, supervises, and inspects the work of fleet mechanics maintaining, repairing, overhauling, and rebuilding a variety of automotive, construction and related equipment. Performs repair work of unusual difficulty or urgency. Supervises skilled, semiskilled and unskilled workers in the servicing and routine maintenance of fleet equipment. Instructs and trains subordinates in improved work techniques and safety measures. Assists in an extensive preventative maintenance program. Serves as liaison between supervisors and/or operators, in the Vehicle Maintenance Division. Conducts regularly rescheduled inspections of equipment. Reviews all work orders for parts, labor, accurate notes and commercial charges. Responsible for coordinating and approving any repairs that are required from an outside vendor. Organizes and conducts training and safety programs for the Vehicle Maintenance Division. Maintains records of maintenance and repairs made to each piece of equipment. Reviews all work orders for parts and labor. Orders shop supplies and tools and monitors budget for section. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the methods, materials, tools, and standard practices of the automotive mechanic trade.

Considerable knowledge of the operating and maintenance requirements of the various types of automotive equipment in area of work assignment.

Considerable knowledge of the occupational hazards of the mechanical trade and of necessary safety precautions.

Considerable knowledge of shop arithmetic.

Knowledge of computer applications as required by area of assignment.

Ability to lay out, supervise, and inspect the repair and maintenance work of subordinates.

Ability to locate and diagnose defects in gasoline and diesel equipment, and hydraulic systems.

Ability to establish and maintain effective relationships with superiors and other employees.

Skill in the use and care of tools and equipment employed in diesel and heavy equipment repair, rebuilding, and adjustment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, and considerable experience in the repair and maintenance of automobiles, buses, trucks, tractors, and light and heavy construction equipment, including supervisory experience; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of the appropriate class commercial driver's license as required by the State of Louisiana upon appointment to the position.