



The City Beautiful

City of Coral Gables Job Description

Job Title: Automotive Supervisor
Department: Automotive
Classification: 4018
Pay grade: 22E
FLSA: Exempt

Prepared Date: 09/2010
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Summary

This is responsible work supervising and performing skilled preventative maintenance and repairs on the City of Coral Gables automobiles, trucks, construction and heavy equipment, as well as emergency vehicles and fire-rescue apparatus, and to ensure that the City has a safe, reliable, attractive fleet of vehicles and equipment. Exercises initiative, decision-making, and independent judgment under the general direction of the Department Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Prioritizes and assigns work orders.

Ensures that mechanics are functioning in an efficient manner so productivity increases and costs are reduced.

Monitors preventative maintenance programs and determines the need for, and performs, preventative maintenance on City vehicles. Maintains maintenance records.

Screens, trains, supervises and provides guidance to staff.

Inspects and tests vehicles, makes visual and operational inspections of vehicles to diagnose problems and fixes problems affecting a variety of gasoline, CNG and diesel powered vehicles and heavy equipment such as, automobiles, passenger buses, police and fire specialized equipment, general trucks, public works construction and maintenance equipment, emergency generators, etc.

Participates in the widest variety of automotive maintenance and repairs from minor work to complete rebuilding, including welding and cutting.

Interprets and acts upon work orders.

Troubleshoots and rebuilds hydraulic pumps, motors, controls, and cylinders, PTO and transfer case, engines, transmissions, differentials, and emergency generators.

Troubleshoots and rebuilds, repairs, and installs automotive electrical components such as starters, generators, distributors, voltage regulators, etc.

Provides roadside assistance to operators of City vehicles and tows vehicles to garage as needed.

Consults with Department Director to determine costs or repairs.

Inspects, tests and road checks equipment to determine the nature of defects and failures.

Assists mechanics with diagnosing automotive problems.

Keeps accurate and clearly written maintenance records, including preparation, opening, and closing of work orders.

Arranges for outside vendor repairs as needed, including delivery and retrieval of vehicles when work is completed.

Approves the ordering of parts needed to repair vehicles ensuring that quality parts are obtained at competitive prices.

Prepares new vehicles for service.

Maintains fuel pumps, monitors and records fuel pump levels and arranges for pump service.

Oversees the carwash operations.

Maintains and oversees the distribution of supplies.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

The incumbent must be well versed in the methods, materials and tools of the automotive, fire apparatus and equipment trade, as well as in the construction, assembly, adjustment and maintenance of a variety of automobiles, trucks and other heavy equipment. The ability to accurately use all types of automotive test equipment, nondestructive test equipment such as magnetic particle, and U.V. light, and an office computer is essential. Knowledge of the occupational hazards and safety precautions of the trade and proper use of tools and machinery is essential. Knowledge of the principals of the operation of gasoline and diesel engines, automatic transmissions, electrical systems and brake systems, fluid couplings and the repair and maintenance characteristics of a variety of fire apparatus and equipment and other public works equipment is required. The incumbent must possess the ability to diagnose and correct problems detected in machinery. The ability to effectively delegate work and ensure its timely completion is required. Good written and oral communications skills and the ability to read diagrams is required. Good organizational skills are needed to ensure that accurate reports are prepared and records are adequately maintained. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Work is performed both indoors and outdoors. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights, fumes, and

dust are common. The position requires the physical ability to lift materials in excess of 50 pounds on a regular basis and to work in awkward positions. The incumbent may be required to stand for long periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Minimum of eight (8) years of progressively responsible automotive repair experience including supervisory experience, with a minimum of seven (7) years at the journeyman level in skilled repair in overhauling and repairing automotive equipment, to include twelve (12) months repair in fire apparatus or heavy duty equipment.

Valid Florida driver's license and CDL Class A certification.

CDL requirement may be waived for up to 90 days but must be obtained by the end of the 90 days for continued employment.

ASE certification, IAFC certification preferred.

The ability to furnish own tools and repair equipment.

A comparable amount of training and experience may be substituted for the minimum education requirement.