

POSITION TITLE: AUTO MECHANIC SUPERVISOR

DEPARTMENT: PUBLIC WORKS

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Public Works Assistant Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Auto Mechanic (2)

DIRECT: 2

INDIRECT: 0

POSITION FUNCTION

This position is responsible for supervision of Auto Mechanics and scheduling/completion of auto repairs.

JOB RESPONSIBILITIES

Ensures equipment is ready for next day's function

Schedules jobs

Orders parts for required repairs

Maintains records

Prepares work orders and requisitions

Answers the telephone, uses the telephone for information and parts

Services and makes repairs to equipment

Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel, stoop/kneel/crouch or crawl, reach with hands/arms, and lift up to 50 pounds.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Knowledge of mechanical and vehical electrical repairs</p> <p>Ability to use air tools, torches and selected job-specific computer software</p> <p>Must maintain a valid Commercial Driver's License (Class B) and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to properly assign responsibilities to meet objectives</p> <p>Ability to adequate allocate resources to meet objectives</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to perform standard business arithmetic, including percent-</p>	<p>ages and decimals</p> <p>Ability to encourage the creativity of subordinates</p> <p><i>Communications Skills</i></p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed indoors, around moving objects in hot, noisy environments that are subject to fumes; incumbent has much (more than 2/3 of working time) contact with the general public and works an irregular activity schedule.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>High school diploma or equivalent; one to three years of relevant experience; Commercial Driver's License (Class B) or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.