DATE:       March 21, 2001

TITLE:  CREW SUPERVISOR

DEPARTMENT: TRADES AND SUPPORT

REPORTING RELATIONSHIP:

   Reports to: Automotive Shop Supervisor

   Supervises the following positions: Automotive Serviceworkers, Automotive Technicians, and Parts Specialist

DEFINITION: Under direction, to assist in supervision and direction of all the activities of the automotive shop and preventative maintenance shops; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Assists with planning, organizing and supervising the work of the automotive department and preventative maintenance shops to ensure the orderly repair and preventative maintenance on cars, trucks, heavy equipment, generators, pumps, small engine equipment, implements and other related items. Assists directing emergency equipment repairs and retrieving disabled vehicles or equipment.

2. Meets as directed with management and supervising staff to discuss work assignments, planning and work progress. As directed, plans out work assignments, insures that materials and equipment are available for the crew, inspects work in progress, and makes corrections and recommendations.

3. Evaluates condition of equipment and makes recommendations for replacements: plus, prepares budgets and specifications for purchase of new vehicles and equipment. Inspects new equipment and vehicles for conformance to specifications. Assists in the preparation of vehicles for assignment or reassignment and issues new equipment work orders.

4. As directed, will supervise the purchase and inventory of automotive equipment and repair parts; maintains accurate reports and records, which include requisitions, incident reports and work orders. Inputs data into a computer. Maintains employee time and work records.

5. Assists with training, ensures that section employees are scheduled for workshops and seminars to maintain current automotive technology, repair and maintenance procedures.
6. Obtains special and annual permits required for extralegal loads for the purpose of moving large machinery: Plus, maintains a variety of records, permits and equipment moves, including vehicle and equipment list (EQP100), both written and electronically.

7. Directs and supervises California State diesel smoke and smog testing requirements, State motor carrier regulations and Federal Department of Transportation requirements for ninety (90) day inspections of Class A and Class B vehicles.

8. Directs and supervises California Department of Motor Vehicles employer Class A (CDL-170) driver training and testing program. Keeps records in compliance with state regulations.

9. Assists with counseling and performance reviews to employees to ensure job performance meets expectations.

10. Explains, monitors, and ensures that the District safety program is followed by all employees.

11. Maintains a favorable and cooperative relationship with public and District employees. Regularly discusses equipment needs with other departments and sections.

12. Responsible for entry auto shop activities in the absence of the Auto Shop Supervisor

MINIMUM QUALIFICATIONS:

License or Certificates:
Must possess a valid California Operators license issued the State Department of Motor Vehicles. Driving record may influence employment or classification.

Experience:
Any combination of training or experience which would be qualifying. Three (3) years of journey level experience in the maintenance and repair of automotive and other related equipment, including at least one (1) year in a supervisory position.

Knowledge of:
Principles, methods and practice pertaining to the operation of an equipment maintenance and repair shop;
Tools, lubricants, equipment and procedures used in the servicing, overhaul, repair and adjustments of automotive and other power driven equipment.
Principles utilized in the establishment and operation of a preventative maintenance program.
Safety practices and programs.
Principles of supervision, training and shop organization.
Principles of budgetary planning and control of expenditures.
Abilities:

To plan, organize and direct the work of personnel engaged in the maintenance, repair and servicing of equipment.

To accurately and effectively estimate labor and material costs and requirements for major mechanical maintenance and repair.

To work cooperatively with others.

To communicate effectively both verbally and in writing.

Keep maintenance and repair work as close as possible with cost and time constraints.

To coordinate and set schedules for all repairs and maintenance with all departments to minimize down and turn around times for vehicle and equipment users.

Maintain communication with status of work in progress and when it is expected to be completed.

Analyze work problems and identify solutions that will facilitate the completion of assignments.

To maintain accurate records and logs.

To effectively delegate responsibilities and schedule work both on a short and long-term basis.

To effectively supervise, train, develop and evaluate assigned staff.

EDUCATION:

Possession of a High School diploma or equivalent. College level courses in supervision or management preferred.

PHYSICAL REQUIREMENTS:

Driving: Light to moderate

SPECIAL NOTE:

The successful candidate will serve a minimum of six months probation in training for the position of Automotive Shop Supervisor. Upon satisfactory completion of the probation period the candidate may be recommended to assume the position of Automotive Shop Supervisor. A candidate who fails to complete the probation period successfully will be subject to section 4-02-2 of ordinance 1269, which would include demotion or termination. Once the position is vacated by promotion, the position of Crew Supervisor will be eliminated from the Auto Shop Section.