JOB DESCRIPTION

Coachella Valley Water District          Date:  October 18, 2007

TITLE:  Auto Shop Supervisor         SRN:  S-21

DEPARTMENT:  Trades and Support

REPORTING RELATIONSHIP:

Reports to:  Director of Trades & Support
             Assistant Director of Trades & Support

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

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 extra legal 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.
ESSENTIAL FUNCTIONS (CONT.):

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. Conducts counseling and performance reviews for 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.

MINIMUM QUALIFICATIONS:

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

Education and Experience:
Possession of a High School diploma or equivalent. It is desirable that the candidate successfully complete a college level supervision program. 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 two (2) years 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.
MINIMUM QUALIFICATIONS (CONT.):

-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.

PHYSICAL REQUIREMENTS:

Driving: Light to moderate

See Human Resources for physical assessment form.