

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: SHOP SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: FLEET MANAGER**

**JOB CODE: 2305
DATE: 2/08**

JOB SUMMARY:

Performs responsible supervisory work of technical nature in scheduling, controlling, and expediting automotive and other equipment service maintenance within the fleet division of the General Services Department.

ESSENTIAL JOB FUNCTIONS:

Schedules, supervises, and participates in the maintenance and repair of city vehicles and heavy equipment.

Enforces shop safety guidelines.

Troubleshoots malfunctioning equipment, researches test results, and applies data to repairs.

Reviews repairs for accuracy and proficiency.

Schedules vehicle repairs and planned maintenance; creates and issues repair orders using computerized tracking system.

Schedules auto body repairs and maintenance.

Schedules and negotiates time lines with pricing for work done by outside vendors.

Orders and maintains city-wide fuel inventory with the assistance of the Fleet Manager.

Maintains and troubleshoots city fuel system with the assistance of the Fleet Manager.

Maintains and inspects waste oil removal equipment.

Maintains and diagnoses computerized sander control systems.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including providing hiring recommendations, training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning and directing work.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Hand Tools	Air Tools	Computer Telephone	Welder
Air Conditioning Repair and Recovery Equipment			

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school or technical school diploma or GED with training in automotive mechanics, or other mechanical training; and, five years of progressively responsible experience in mechanical maintenance work; and, two years of supervisory or lead worker experience; or, any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Valid New Hampshire Class (B) Commercial Driver's License with air brake endorsement.

Valid New Hampshire motor vehicle inspection card.

Certified in air conditioning recovery.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Standard shop management practices, methods, tools, and machines of various skilled mechanical trades.

Mechanical operation and hydraulics systems of gas and diesel automotive and specialized highway equipment.

Techniques and practices used in repair and maintenance of equipment.

Skill in:

Use of hand tools.

Use of computer programs such as Microsoft Word, Excel, Outlook, and CFA Maintenance software.

Organization and communication.

Performing routine and complex maintenance on equipment and automobiles, including air conditioning systems.

Mechanical and electro-mechanical aptitude.

Performing welding.

Mental and Physical Abilities to:

Make basic and comprehensive electrical/mechanical repairs.

Interpret, apply, and establish rules, regulations, policies, and procedures.

Be available to respond to emergencies 24 hours a day, 7 days a week when necessary.

Work on holidays and weekends as necessary.

Understand and follow oral and written instructions.

Perform strenuous and routine work.

Read and comprehend technical instructions.

Compile, compose, and maintain records and reports.

Add, subtract, multiply, and divide whole numbers, common fractions, and decimals.

Work on days off or overtime, as required.

Perform duties while bending, crouching, or stooping.

Frequently lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in a very noisy place.

Work exposes the employee to dust, dirt, grease, machinery with moving parts, and irritating chemicals.

Work is performed outdoors and occasionally in cold or inclement weather.

Work requires the use of protective devices such as masks, goggles, and gloves.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.