**CLASS CONCEPT:** Seasoned supervisory level in maintenance occupation under general direction of Maintenance Superintendent requiring thorough knowledge of diesel engines, automotive technology and heavy equipment maintenance in order to direct all maintenance and repair of the Purchasing/Central Services Department heavy and light rolling equipment and provide automotive maintenance for the Purchasing/Central Services Department, supervise all Purchasing/Central Services advanced and full performance level automotive mechanics and other assigned staff performing automotive for the department. Performs the material and substantial duties of the classification more than 50% of the time.

**RANK** | **JOB DUTIES** | **MAJOR WORKER CHARACTERISTICS**
--- | --- | ---
1 | Supervises Automotive Mechanic and other assigned personnel, provides technical direction on varied mechanical work involved in the preventive and major maintenance and repair of heavy and light, gas and diesel rolling equipment and related equipment, utilizing various machines, testing equipment and tools common to the trades, reviews completed assignments for conformance with specifications and efficient and economical operations, intervenes in emergency situations as required, develops detailed work, plans to implement overall maintenance objectives, develops preventive maintenance programs and practices and short and long-range vehicle replacement schedules. | **Knowledge of:** 1(budgeting), 2(bookkeeping), 5(management), 6(labor relations), 7(manpower planning), 8(employee training and development), 9b(supervision—direct), 10(safety practices),* 11b(human relations), 13-office practices and procedures,* 15(counseling), 16(interviewing); **Skill in:** 28 (skilled trade—maintenance and repair of heavy equipment, diesel engines, automotive repair), 29 (equipment operation-- machines, testing equipment and tools common to the trade); **Ability to:** 30(g(understand system of mechanical or other procedures, O.E.P.A. and other applicable regulations), 30l (define problems, collect data, establish facts & draw valid conclusions), 30m(interpret extensive variety of technical material in books, journals and manuals), 30r(deal with many variables and determine specific action (e.g., research, production), 31d (calculate fractions, decimals & percentages), 32i (complete routine forms), 32j(maintain accurate records), 32m(interview job applicants effectively),32n (understand manuals & verbal instructions, technical in nature), 32o(prepare meaningful, concise and accurate reports), 32t(write instructions and specifications concerning proper use of machinery), 34d (answer routine telephone inquiries from public), 34e(establish friendly atmosphere as supervisor of work unit), 35c (demonstrate strength to lift up to 100 pounds infrequently and demonstrate full range of motion for bending, stooping and lifting). (*Developed After Employment)

2 | Performs tasks of the functional area(s) supervised (i.e., maintenance and repair on department’s vehicle fleet), maintains records and accounts on materials, supplies, and reflects accurate cost data of the work completed, participates in the preparation of and/or develops budget estimates and supporting exhibits and materials on maintenance operations, recommends improvements and alterations having to do with the efficient and economical operations, care, maintenance and repair of the fleet, performs vehicle emissions testing as required. | (Performs Related Duties As Required) **UNUSUAL WORKING CONDITIONS:** Exposed to chemicals, toxic fumes, and fuels; failure or misuse of equipment could cause serious injury. **MINIMUM CLASS REQUIREMENTS:** (Including License, if Any) Valid State of Ohio Driver License with acceptable driving record. Completion of associate degree core course work in automotive technology and 5 yrs. Experience in the maintenance and repair of motor vehicles at the full performance level including 1 yr. supervisory experience or 3 yrs. Experience as team leader or (Other Evidences May Be Substituted) **TRAINING & DEVELOPMENT:** If position requires operation of applicable vehicle. Must obtain State of Ohio Class A CDL with appropriate endorsements and pass D.O.T. exam within probationary period.
# VEHICLE MAINTENANCE SUPERVISOR

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<th>RANK</th>
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<th>MAJOR WORKER CHARACTERISTICS</th>
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<td>3</td>
<td>Replaces or repairs major operating parts of automobiles and light and heavy duty vehicles and service equipment. Performs periodic inspections and maintenance of vehicles in accordance with manufacturer’s specifications. Orders and pick-up parts for use in vehicle repair. Performs tasks of the functional area(s) supervised, implements effective use of available resources, evaluates appropriate training and development, plans shifts &amp; work schedules, keeps job records, prepares reports of work performed and notes progress of work done by staff, assists in inspection and approval of completed projects. (Performs Related Duties As Required)</td>
<td>(*Developed After Employment)</td>
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<td>4</td>
<td>- OR alternative, equivalent evidence of the Minimum Class Requirements may be substituted for experience required but not for mandated licensure. (Other Evidences May Be Substituted)</td>
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### UNUSUAL WORKING CONDITIONS:

Minimum Class Requirements: (Including License, if Any)
- 9 college level business/management courses.
- OR ASE Master Automotive Technician certification and 3 yrs. experience as a Master Automotive Technician including 1 yr. supervisory experience or 3 yrs. Experience as a team leader or 9 college level business/management courses.
- OR alternative, equivalent evidence of the Minimum Class Requirements may be substituted for experience required but not for mandated licensure.

Training & Development:
- Must obtain ASE Master Automotive Technician certification within 18 months of hire date. Must maintain certification and licensure.