

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: VEHICLE MAINTENANCE SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory and mechanical work involving repair and maintenance of vehicles, light/heavy equipment, maintenance equipment, and other automotive/mechanical machinery. Duties and responsibilities include supervising assigned staff, supervising operations and work activities, planning equipment/materials needed for projects, ordering parts/materials, inspecting equipment and identifying necessary repair work, performing mechanical/automotive repairs, performing body work or welding, performing routine and preventive maintenance work, and performing related tasks. Reports to County Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with department director or other officials to review division operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Supervises activities/operations of area of assignment; schedules repair/maintenance projects and assigns work to appropriate staff members; schedules preventive maintenance activities.

Supervises and assists in performing general mechanical repair work on vehicles, emergency vehicles, light/heavy equipment, trucks, tractors, trailers, mowing equipment, maintenance equipment, generators, or other automotive/mechanical equipment.

Supervises and assists in inspecting, testing, and diagnosing problems involving various systems of vehicles or equipment, such as gasoline/diesel engines, ignition systems, computerized engine controls, electronic fuel injection systems, transmissions, differentials, steering systems, electrical systems, suspension systems, hydraulic systems, brake systems, drive train systems, engine cooling systems, fuel systems, charging systems, starting systems, exhaust systems, emission systems, inflatable restraint systems, heating/air conditioning systems, windows, lighting systems, or horns.

Examines vehicles to determine necessary repair or maintenance work; conducts diagnostic computer testing; consults with drivers or equipment operators to obtain input on problems, to assist in diagnosing problems, or to prevent future problems; assesses body damage to vehicles; determines parts/supplies necessary to conduct repairs.

Rutherford County, Tennessee • Vehicle Maintenance Supervisor

Supervises and assists in performing appropriate repair, removal, replacement, rebuilding, or maintenance work on vehicle/equipment systems and components; removes or replaces brakes, wheels, steering components, shocks, transmissions, vehicle cylinder heads, differentials, suspension springs, starters, alternators, water pumps, and radiators; turns or replaces rotors/drums; replaces rings, bearings, and universal joints; repairs/replaces clutches; rebuilds generators and carburetors; relines brakes; removes or replaces engines, engine parts, and engine gaskets; checks engine timing and performance; grinds valves; repairs or replaces doors, lifts, seats, radios, lights, windows, and mirrors.

Supervises and assists in performing body repair and general welding work, which may include repairing body/frame damage, cutting metal, welding metal components, fabricating parts, repairing broken/cracked parts, filling holes, removing minor dents, preparing vehicles for paint work, or painting vehicles.

Supervises and assists in performing routine and preventive maintenance on vehicles and equipment, which may include pumping fuel into vehicles, checking/replacing fluid levels, draining/replacing oil, changing/replacing filters, replacing transmission fluid/filters, lubricating mechanical parts, rotating tires, aligning/balancing tires, replacing tires/belts/hoses, checking batteries, greasing equipment, flushing radiators, replacing spark plugs, performing tune-ups, or replacing light bulbs.

Tests vehicles, machinery, equipment, and parts for proper operations; conducts road tests of vehicles undergoing repair.

Operates a variety of machinery, equipment, and tools associated with repairing, maintaining and testing vehicles and equipment, which may include a service truck, dump truck, heavy/light equipment, vehicle lift, hoists, engine analyzer, tire changer, battery charger, hydraulic jack, air compressor, pressure washer, generator, vacuum pump, welder, torch, grinder, drill press, hydraulic press, bench grinder, pump, gauges, meters, diagnostic instruments, or mechanic tools.

Transports, loads and unloads various equipment, parts, and materials used in projects.

Makes emergency service calls for disabled vehicles/equipment at work sites or on the road.

Monitors departmental machinery and equipment to ensure safety and proper working conditions; supervises and assists in performing general cleaning/maintenance tasks necessary to keep tools/equipment in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, washing/cleaning vehicles and equipment, or cleaning shop/work areas; reports faulty equipment.

Maintains inventory of department equipment, parts, tires, tools, and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement materials; picks up/delivers materials as needed.

Maintains vehicle/equipment service records, warranty records, or other documentation of work activities.

Prepares or completes various forms, reports, correspondence, logs, work orders, maintenance records, mileage records, purchase requisitions, or other documents.

Receives various forms, reports, correspondence, work orders, receipts/packing slips, schematics, diagrams, specifications, service bulletins, technical manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, vendors/sales representatives, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice and direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new equipment, procedures, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in mechanics and automotive/mechanical repair/maintenance; supplemented by four (4) years previous experience and/or training that includes progressively responsible maintenance shop operations, mechanics, automotive/mechanical repair/maintenance, welding/body work, vehicle/equipment operation, and basic supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Operation of heavy equipment requires possession and maintenance of a valid Tennessee Commercial Driver's License (CDL) including appropriate endorsement(s).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE / PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Estimated Total Hours: 6 Maximum Continuous Time: 1

2. SITTING

Estimated Total Hours: 2 Maximum Continuous Time: 10 minutes

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs				X	
76-100 lbs				X	
>100 lbs					X

4. PUSHING/PULLING

Height of hands above floor during push: Depends on the job (under the car, etc)

5. BENDING/SQUATTING/KNEELING

Frequency: Daily

6. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"		daily		
21-36"				

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	50 % of time
Outside	50 % of time

8. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

9. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date