**CITY OF OCEANSIDE** 

REVISED: JANUARY 2006 JOB CODE: 2240ME

**UNIT: MECO** 

#### **CLASS SPECIFICATION**

# SUPERVISING AUTOMOTIVE TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### **DEFINITION**

Under direction, to supervise, assign, review and participate in the work of staff responsible for the maintenance and repair of a variety of automotive equipment including cars, trucks, construction equipment, safety equipment and miscellaneous maintenance equipment; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

**EXAMPLES OF DUTIES**--Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for the maintenance and repair of a variety of automotive equipment including cars, trucks, construction equipment, safety equipment and miscellaneous maintenance equipment; establishes schedules and methods for providing assigned maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly; participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures; maintains and repairs brake systems, engine and drive trains, steering and suspension systems and electrical systems on cars, trucks and miscellaneous equipment; maintains and repairs fire fighting equipment and ambulances; maintains and repairs body components and accessories; determines the need for and requisitions parts and materials; establishes and maintains a preventive maintenance program; inspects work methods and condition of shop facilities and equipment; participates in the selection of maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; participates in the preparation and administration of the maintenance program budget; submits budget recommendations; monitors expenditures; performs related duties and responsibilities as required.

# **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Operations, services and activities of a mechanical maintenance and repair program;
- Methods, practices, materials, tools and equipment used in the maintenance, repair and overhaul of vehicles and equipment;

- Operations and repair techniques of internal combustion and diesel engines;
- Principles and procedures of record keeping;
- Occupational hazards and standards safety procedures;
- Principles of municipal budget preparation and control; and
- Principles of supervision, training and performance evaluation.

# **Knowledge of:**

- Pertinent Federal, State and local laws, codes and regulations.

### Ability to:

- Supervise, organize and review the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Plan, coordinate and schedule assigned mechanical repair functions;
- Diagnose mechanical difficulties and recommend appropriate actions:
- Establish and maintain preventive maintenance programs;
- Perform a variety of mechanical maintenance and repair functions on City equipment and vehicles;
- Maintain accurate records of work performed;
- Understand and follow oral and written instructions;
- Interpret and explain City policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **Experience and Training Qualifications**

# **Experience and Training Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience**:

Five years of increasingly responsible automotive and equipment maintenance and repair experience.

# **Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in mechanical repair or a related field.

#### License:

Certification as ASE Master Automobile and Truck Technician

Possession of valid California Commercial Driver's License (Class B)

California State Certification for government Smog Station

Possession of a fire Mechanics certification may be required depending on area of assignment

### **Other Requirements:**

Possession of a basic set of hand tools suitable for automobile shop work.

## **WORKING CONDITIONS**

#### **Environmental Conditions:**

Garage environment; exposure to noise, dust, grease, fumes, gases, toxic chemicals, solvents and electrical energy.

# **Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, bending, stooping, kneeling or standing for prolonged periods of time, heavy, moderate or light lifting; operating motorized equipment and vehicles.