

# Water Authority Position Description

## VEHICLE MAINTENACE SUPERVISOR

Status	Position Code	Level	Date
APPROVED	VMSV	M26	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

### POSITION SUMMARY

SUPERVISE, ASSIGN AND REVIEW THE WORK OF THE STAFF WHO REPAIR AND SERVICE AUTOMOTIVE VEHICLES AND EQUIPMENT. DIAGNOSE EQUIPMENT PERFORMANCE PROBLEMS AND SCHEDULE FOR REPAIR.

### MIN EDUCATION & EXPERIENCE REQ

ASSOCIATE'S DEGREE IN VEHICLE MAINTENANCE AND REPAIR OR A RELATED FIELD, PLUS FIVE (5) YEARS VEHICLE SERVICE EXPERIENCE TO INCLUDE ONE (1) YEAR SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

### ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)  
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

### SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM HIGHER-LEVEL SUPERVISORY OR MANAGEMENT STAFF.

EXERCISES DIRECT SUPERVISION OVER TECHNICAL AND SUPPORT STAFF.

### ESSENTIAL FUNCTIONS

1. PLAN, PRIORITIZE, ASSIGN, AND REVIEW THE WORK, REPAIR, SERVICING AND STORAGE OF VEHICLES AND ACCESSORIES TO INCLUDE THE WORK CONDUCTED BY CONTRACTORS.
2. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
3. ESTABLISH SCHEDULES AND METHODS FOR PROVIDING VEHICLE MAINTENANCE AND REPAIR SERVICES. IDENTIFY RESOURCE NEEDS AND REVIEW WITH APPROPRIATE MANAGEMENT STAFF. ALLOCATE RESOURCES IN ACCORDANCE WITH APPROVED PROCESSES.
4. PARTICIPATE IN THE PREPARATION AND ADMINISTRATION OF THE WATER AUTHORITY MAINTENANCE BUDGET. SUBMIT BUDGET RECOMMENDATIONS AND MONITOR EXPENDITURES.
5. PREPARE ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS AND ACTIVITIES. MAINTAIN VARIOUS REPORTS SUCH AS INJURY, SPECIAL INCIDENT AND PROPERTY DAMAGE.
6. INSPECT, TEST DRIVE AND DIAGNOSE EQUIPMENT FOR REPAIR AND MAINTENANCE NEEDS.
7. TRAIN PERSONNEL IN DIAGNOSTICS, EQUIPMENT OPERATION, SAFETY, CERTIFICATION REQUIREMENTS, AND PARTS ROOM PROCEDURES.
8. MAINTAIN INVENTORY NECESSARY FOR PERFORMING ASSIGNED TASKS. ORDER SUPPLIES, EQUIPMENT AND MATERIAL WHEN NEEDED.
9. COORDINATE REPAIR AND MAINTENANCE SERVICES.
10. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.

#### **SUPPLEMENTAL FUNCTIONS**

1. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF AUTOMOTIVE REPAIR.
2. COORDINATE AND PARTICIPATE IN AFTER HOUR EMERGENCY SERVICES.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

#### **PREFERRED KNOWLEDGE**

OPERATIONS, SERVICES AND ACTIVITIES OF A VEHICLE MAINTENANCE PROGRAM  
MOTORIZED EQUIPMENT AND INTERNAL COMBUSTION ENGINES  
RECORD KEEPING AND INVENTORY CONTROL  
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION  
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF AUTOMOTIVE REPAIR AND MAINTENANCE  
PERTINENT FEDERAL, STATE AND LOCAL LAWS, CODES AND REGULATIONS  
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

**PREFERRED SKILL/ABILITY**

SUPERVISE, ORGANIZE AND REVIEW THE WORK OF SUPPORT STAFF  
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF  
ESTIMATE REPAIR TIME AND COSTS  
DIAGNOSE AND REPAIR MAINTENANCE PROBLEMS  
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES  
PREPARE CLEAR AND CONCISE REPORTS  
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING  
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE  
CONTACTED IN THE COURSE OF WORK

**WORKING CONDITIONS**

OFFICE AND SHOP ENVIRONMENT; EXPOSURE TO NOISE, DUST, GREASE, SMOKE,  
FUMES, GASES; WORK OR INSPECT IN CONFINED SPACES.

**PHYSICAL REQUIREMENTS**

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED  
DUTIES AND RESPONSIBILITIES SUCH AS: HEAVY OR MODERATE LIFTING; BENDING,  
STOOPING, KNEELING, CRAWLING; STANDING, WALKING, OR SITTING FOR PROLONGED  
PERIODS OF TIME; OPERATING MOTORIZED EQUIPMENT AND VEHICLES  
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE  
DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES