

AUTOMOTIVE MAINTENANCE SUPERINTENDENT
JOB DESCRIPTION

~~Position Factor Reference: Automotive Maintenance Superintendent~~

~~Position Title: Automotive Maintenance Superintendent~~

~~Department: Fleet Maintenance~~ *Public Works*

~~Reports to: City Manager~~ *Director of Public Works/City Engineer*

Overview: ~~Ensures that all city vehicles and equipment are properly maintained and available for use.~~ *Coordinates and directs fleet maintenance operations for city-owned vehicles and equipment.*

ESSENTIAL DUTIES

- Oversees all preventive maintenance and repair work *for city-owned vehicles and equipment, and Colonial Heights Public Schools vehicles.*
- *Oversees the preparation of new vehicles for service.*
- Develops and maintains all necessary records, databases, and files.
- Orders, controls, and tracks inventory.
- ~~Insurance~~ *Ensures* compliance with all state and federal and local rules, regulations, and laws.
- Develops and presents training classes.
- *Prepares, monitors, and tracks the division budget.*
- Performs maintenance and repair to vehicles and equipment as necessary.
- Other duties as assigned.

NEW PAY GRADE: General – 17
FLSA DESIGNATION: Non-Exempt

CLASS SPECIFICATION

Education & Directly Applicable Experience

Two years of college or Associate's Degree and over ten years directly related experience or
 A Bachelor's Degree and six to ten years directly related experience or
 A Master's Degree and two to five years directly related experience- or
any equivalent combination of experience and training which provides the required
 knowledge, skills, and abilities.

Must possess appropriate ASE Certifications.

Supervisory Controls

The position generally directs the operations of a division. The work is performed under general direction; the Department Head or City Manager identifies the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, processes and work to be done.

The employee is responsible for planning and carrying out assignments, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy in terms of established objectives.

Supervision Given

This position supervises the following positions:

Senior Automotive Mechanic; Emergency Equipment Technician; Heavy Truck/Bus Technician.

Guidelines

Guidelines are available, but are not completely applicable to the work or have major or structural gaps in their specificity. The employee uses judgment in interpreting and adapting guidelines such as organizational policies, regulations, precedents, and directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Complexity

The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

Scope and Effect

The work product or service affects the work of other experts, the development of major aspects of programs or missions, or the well-being of substantial numbers of people.

Automotive Maintenance Superintendent

Personal Contacts

The majority of personal contacts are with individuals or groups from outside the organization in a moderately unstructured setting or involve attempts to enforce ordinances, regulations, or rules where conflict or diverse interpretations may result.

Purpose of Contacts

The purpose is to influence, motivate, interrogate, or control persons or groups. The persons contacted may be fearful, skeptical, uncooperative or dangerous.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility and dexterity.

Work Environment

The work involves moderate risks or discomforts which require special safety precautions. The employee may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.