

City of Hailey Job Description

JOB TITLE: Shop Supervisor & Equipment Mechanic

SUMMARY: Under the direction of the Street Superintendent, performs maintenance and repair to City vehicle fleet, grounds and other heavy equipment; performs work on diesel, propane, gas and electrically motorized vehicles and equipment; research and order needed materials and equipment, parts, tools and supplies; maintain shop cleanliness and organization; train and provide work direction to assigned shop staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

- Train and provide work direction to assigned shop staff; schedule, assign, review and participate in work activities of the equipment maintenance pool.
- Perform maintenance and repair to City vehicle fleet, grounds and other heavy equipment; perform work on diesel, propane, gas and electrically motorized vehicles and equipment such as pickups, scoop loaders, backhoes, motor graders and dump trucks including engine, transmission, cooling exhaust, hydraulic and air brakes, chassis systems, electrical and hydraulic systems.
- Determine necessary parts; research equipment, fuel, tools, parts and materials to secure best source, price and quality; secure quotes and bids and order according to established City requirements; charge parts out on requisition orders and file as required.
- Maintain shop cleanliness and organization.
- Evaluate maintenance, servicing and repair needs and establish repair priorities; schedule daily and monthly repairs; prepare related work orders.
- Utilize electronic and mechanical testing equipment to diagnose malfunctions as necessary.
- Control parts and equipment inventory; control issuance and receiving of tools, parts, equipment, and materials; assist with budget development activities as assigned.
- Utilize manuals and guidelines recommended by manufacturer.
- Have working understanding and knowledge to operate shop related equipment and machinery, such as electronic diagnostic scope, drill presses, jacks and hoists, air conditioner reclaimer, valve grinding machines, cutting and welding equipment and assorted tools.
- Repair and replace vehicle and equipment tires.
- Perform welding duties including fabrication and repair to damaged equipment as needed.
- Assist in the development and maintenance of Standard Operating Procedures (SOP's) and **Preventive Maintenance Programs**.
- Perform related duties as assigned.

SUPERVISION RECEIVED:

- Works under the direction of the Street Department Head.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MANDATORY COMPUTER SKILLS:

- Microsoft Outlook, Word
- Maintenance Program “Window Based program”

KNOWLEDGE OF:

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles and equipment, including maintenance services
- Operation theory and principles of gasoline, diesel, propane and electrical engines and related apparatus.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty.
- Entering and retrieving data using a computerized records system.
- Scheduling principles and practices.
- Shop math applicable to vehicle maintenance.
- Basic record-keeping techniques.
- Health and safety regulations.

ABILITY TO:

- Diagnose, repair and maintain a wide variety of large and small gasoline and diesel powered engines and equipment.
- Diagnose and repair mechanical, electrical and computerized malfunctions.
- Operate specialized equipment used in repairing or servicing of vehicles.
- Establish work priorities and develop work schedules.
- Read and apply technical and mechanical diagrams, schematics and repair manuals.
- Maintain current knowledge of technological advances in the field.
- Estimate and order needed equipment, tools, materials and supplies.
- Monitor and control assigned budgets and accounts.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records related to safety, preventive maintenance and work performed.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.
- Work courteously and tactfully with customers and employees.
- Mandatory Reports.
- Schedule work at least two weeks in advance.
- Fill out paper work on a daily basis.
- Check e-mail daily.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and four year journey-level automotive repair including diesel, gasoline and propane-powered engines.

LICENSE AND OTHER REQUIREMENTS: Valid Class A CDL or ability to obtain within 6 months.

WORKING CONDITIONS: Is expected to work **odd hours** including imminent on call duties and on **holidays** as the job duties require or as requested by the Street Department Head or Foreman;

HAZARDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ABILITIES:

- Regularly required to use hands to finger, handle, or feel objects, communication devices, tools, or controls;
- Reach with hands and arms; and talk or hear.
- Frequently is required to stand, walk, sit, climb or balance;
- Frequently is required to stoop, kneel, crouch, or crawl; and taste or smell.
- Regularly lift and/or move up to 25 pounds,
- Frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration;
- The noise level in the work environment is usually loud.

I have read and understand my job description.

Employee Signature

Date