

CITY OF SEDALIA, MISSOURI

Job Description



Job Title:	VEHICLE MAINTENANCE SUPERINTENDENT		
Department:	Public Works		
Supervisor:	Public Works Director		
Date:	February 2012	Position No.	PW/18
FLSA Status:	Exempt	Random Substance Testing:	Y

Job Summary:

This position is responsible for directing the city's vehicle and equipment maintenance and repair activities.

Job Scope:

The purpose of this position is to oversee the maintenance and repair of vehicles and equipment. Successful performance helps ensure the provision of safe and operable equipment for city activities.

Essential Duties and Responsibilities:

1. Oversees daily vehicle and equipment repair and maintenance activities.
2. Orders supplies, materials, and safety equipment and clothing.
3. Supervises, schedules, trains, and inspects the work of assigned personnel in accordance with city personnel policies and procedures.
4. Communicates with customers to explain operations, assess concerns, and provide information.
5. Develops and administers the city's vehicle maintenance program.
6. Creates and maintains effective relations with employees and customers.
7. Supervises and may perform repairs to vehicles of varying complexity.
8. Helps develop, implement and budget city's vehicle replacement program.
9. Troubleshoots and tests equipment both before and after repairs.
10. Supervises and/or evaluates the performance of diverse and complex equipment.
11. Conducts safety meetings and complies with established safety standards and regulations.

12. Assists with developing the vehicle maintenance and repair budget.
13. Prepares bid specifications for major equipment purchases.
14. Participates in the interviewing and selection of staff; provides or coordinates staff training; evaluates work; implements disciplinary procedures; ensures that staff meet annual training requirements.
15. Investigates complaints and recommends corrective actions as needed.
16. Reviews purchase orders and ensure they are properly coded.
17. Maintains accurate records of work performed and materials used.
18. Prepares daily, weekly, and monthly activity reports.
19. Coordinates warranty maintenance and repair activities with vendors.
20. Performs other related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. High School diploma or GED
2. 4 years experience working as a fleet mechanic or completion of a mechanical or automotive certified program plus 2 years experience.
3. 2 years of supervisor experience
4. ASE certified preferred
5. CDL class B certification with appropriate rating for types of vehicles operated.
6. Valid Missouri drivers license
7. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of safety standards and regulations.
2. Knowledge of accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.
3. Knowledge of city and department policies and procedures.
4. Knowledge of vehicle and equipment maintenance and repair techniques.
5. Skill in problem solving and decision making.

6. Skill in performing mathematical calculations.
7. Skill in maintaining records.
8. Skill in using a computer and standard office equipment.
9. Skill in oral and written communication.

Guidelines:

1. City codes and ordinances
2. City and department policies and procedures, equipment repair manuals.
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of varied duties related to overseeing the repair and maintenance of vehicles and equipment. The variety of equipment to be serviced contributes to the complexity of the work.

Principal Working Relationships:

Contacts are typically with co-workers, other city employees, vendors, contractors, citizens, and the general public.

1. Co-workers, other city employees.
2. Vendors, contractors, citizens and the general public.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over the Lead Mechanic, and other Mechanics.

Physical Demands:

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

Employee must be physically able to operate a variety of machines, tools, and equipment which may include motor vehicles, computers, power tools, and mechanical hand tools, etc. Must be

able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of moderate to heavy work.

Work Environment:

The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, machinery with moving parts, and cold or inclement weather. The work may require the use of protective devices such as masks, goggles, gloves, and other gear.