

JOB DESCRIPTION

Coachella Valley Water District

Date: November 7, 2017

TITLE: AUTO SHOP CREW CHIEF

SRN: S -13

DEPARTMENT: Facilities and Maintenance

REPORTING RELATIONSHIP:

Reports to: Auto Shop Supervisor

Supervises the following positions: Automotive Serviceworkers, Automotive Technicians, Automotive Parts Specialist, and Auto Shop Attendants.

DEFINITION: Under limited supervision, assist in the planning, coordination and supervision of all automotive shop maintenance and repair operations; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Assist in the supervision of staff including the prioritizing and assigning work, creating employee performance metrics, conducting performance evaluations, ensuring section employees are scheduled for workshops and seminars to maintain current automotive technology, repair and maintenance procedures. Participates in hiring, counseling, and disciplinary process.
2. Help Supervisor administers a comprehensive preventive maintenance program for all vehicles and equipment. Plans and schedules work requests received from fleet user departments.
3. Help supervise the operations of the Auto Shops, controls maintenance workload through subordinate staff, monitors maintenance work both actively and by utilizing a computerized work order tracking system, ensures all maintenance operations are conducted in a timely and safe manner in compliance with all applicable laws, ordinances, codes, rules, regulations, policies, procedures and standards.
4. Supervises California State diesel smoke and smog testing requirements, State motor carrier regulations and Federal Department of Transportation requirements for ninety (90) day inspections of Class A and Class B vehicles, California Dept. of Industrial Relations crane inspection requirements, in-house motorized industrial truck safety training and operator certification program.
5. Performs technical evaluations of vehicles and equipment, makes recommendations regarding their replacement. Inspects new equipment and vehicles for conformance to specifications. Assists in the preparation of vehicles for assignment or reassignment and issues new equipment work orders. Supervises the disposal of surplus vehicles and equipment.

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ESSENTIAL FUNCTIONS (CONT.):

6. Supervises inventories of automotive and equipment parts, tires, lubricants, and accessories; oversees stockroom activities. Approves purchases of non-inventory automotive and equipment repair parts within established guidelines.
7. Assist with the maintenance of accurate reports and records, which include daily status reports, requisitions, incident reports, job orders, and work orders. Reviews and inputs data into a computer. Authorizes employee leave requests, maintains employee time and work records.
8. Develops cost estimates; performs cost analyses of internal and contract repair work, coordinates maintenance and repair work with outside vendors.
9. Operates and helps to maintain fleet and fuel data management systems. Oversees the maintenance, testing, and repair of all District fueling facilities.
10. Prepares, interprets, reviews, and analyzes a variety of information, data, and reports; makes recommendations and presentations based on findings.
11. Develops and coordinates initiatives for the enhancement and improvement of services, programs, and/or project delivery.
12. Maintains a favorable and cooperative relationship with public and District employees. Regularly discusses equipment needs with other departments and sections.
13. Performs other duties of a similar nature or level. Responsible for all Auto Shop activities in the absence of the Auto Shop Supervisor.

MINIMUM QUALIFICATIONS:

License or Certificates:

Possession of a valid Class A California Operators License issued by the State Department of Motor Vehicles. License must have endorsements for doubles, triples, hazardous material and tanker. Must be able to qualify for any and all new requirements or endorsements that may be required by the state of California for Class A licenses.

Completion of a college level supervisory course within one (1) year of appointment is required.

Education and Experience:

Any combination of training or experience which would be qualifying. Three (3) years of journey level experience in the maintenance and repair of automotive and other related equipment. One (1) year of experience in a supervisory position is desirable.

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MINIMUM QUALIFICATIONS (CONT.):

KNOWLEDGE:

- Supervisory principles
- Efficient and effective vehicle and equipment repair workflows
- Maintenance and repair procedures for a wide variety of vehicles and equipment
- Recordkeeping principles and practices
- Training methods and techniques
- Applicable tools, equipment, and materials utilized in vehicle and equipment repair
- Applicable Federal State and local laws, codes, rules and regulations
- Basic budgeting and cost control principles
- Computer databases and software applications related to the automotive fleet industry
- Contract management principles and practices
- Safe work practices; lock out, tag out procedures
- Basic mathematical concepts
- Inventory control principles
- Project management and scheduling principles

SKILLS:

- Prioritizing and assigning work
- Making informed and timely decisions regarding equipment maintenance and repairs
- Effective communication and interpersonal relations as applied to interaction with coworkers, supervisors, vendors, regulatory agencies, and the general public
- Operating applicable tools and equipment in assigned area of responsibility
- Training others in policies and procedures related to the job
- Interpreting and applying safe work practices
- Reading and interpreting drawings, specifications, and related technical documents
- Working collaboratively with other departments and external contractors

PHYSICAL REQUIREMENTS:

Driving: Light to moderate

See Human Resources for physical assessment form.