



**Job Title:** Maintenance Mechanic Supervisor

**Department/Division:** Public Works/Fleet Maintenance

**Reports To:** Public Works Superintendent

**Direct Reports:** Maintenance Mechanic

**Salary Class/Salary Grade:** Classified/Grade 20

**Employment Status/FLSA:** Full-time Regular/Non-exempt

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### **GENERAL DESCRIPTION:**

The purpose of this position is to diagnose and perform preventative maintenance and corrective repairs on gas and diesel vehicles and equipment while supervising the daily operation of the shop.

### **ESSENTIAL JOB DUTIES:**

1. Supervise, train, direct, and evaluate direct reports; address employee concerns and problems.
2. Plans and coordinates shop goals and processes; provides guidance and direction to direct reports.
3. Makes recommendations for equipment and supplies needed in shop and works with vendors on pricing to acquire.
4. Assists with the recruitment and selection process for hiring shop employees.
5. Carries out duties in conformance with all Federal, State, and County laws, and City ordinances.
6. Perform preventative and corrective maintenance/repairs on a variety of equipment and machinery.
7. Diagnose, maintain, and perform mechanical and electrical repair and maintenance on equipment, engines, motors, and generators; troubleshoot mechanical and electrical problems; dismantle, repair, and reassemble electric motors; re-wire electrical panels; replace parts; performs welding/fabrication tasks associated with equipment repairs; performs preventive maintenance tasks.
8. Diagnose and repair gas and diesel cars, trucks, tractors, mowers, heavy construction equipment and other vehicles owned by the City of Alabaster.
9. Order and stock necessary parts and materials and tools for maintaining and repairing gas and diesel cars, trucks, tractors, mowers, heavy construction equipment and other vehicles owned by the City of Alabaster.
10. Test machinery, equipment and parts for proper operations; report problem situations or refers problems to appropriate personnel; send malfunctioning machinery to appropriate repair shops.
11. Perform welding/fabrication tasks as needed; cut metals using plasma cutters, torches, chop saw,

and/or grinder.

12. Operate various heavy machinery, equipment, and tools associated with work activities, which may include a mobile crane, forklift, generator, air compressor, motors, pumps, blowers, valves, drill press, grinder, welder, torch, pipe saw, band saw, mechanic tools, electrician tools, plumbing tools, carpentry tools, diagnostic instruments, two-way radio, or general office equipment.
13. Inspect vehicles, equipment, and tools; perform general/preventive maintenance tasks necessary to keep such items operable condition.
14. Perform general building maintenance and repair work on City facilities as needed.
15. Attend and participate in safety meetings; abide by safety protocols and help maintain a safe working environment for self and others.

Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of City and Departmental policies, rules, and procedures
- Knowledge of motors and electric equipment
- Skill in the operation, maintenance, and repair of a wide variety of gas and diesel vehicles and equipment
- Ability to work independently as well as on a team
- Ability to operate and maintain a full range of equipment used in street maintenance and sanitation
- Ability to perform manual labor outdoors for extended periods under various weather conditions
- Ability to exercise sound judgment within the scope of responsibility
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public

**MINIMUM QUALIFICATIONS:**

High School Diploma/GED required; five years' experience performing gas and diesel vehicle and equipment repairs and maintenance including welding experience; or any equivalent combination of education and work experience. Certification as a mechanic or welder may be substituted for work experience. Previous demonstrated supervisory position preferred

**ESSENTIAL PHYSICAL REQUIREMENTS:**

**The physical activities required for this position involve:**

Frequent standing, walking, using hands to operate tools or controls, reaching with hands and arms, talking and hearing; sitting, climbing or balancing, stooping, kneeling, crouching, and crawling.

**This position requires lifting:**

Up to 50 pounds frequently.

**This position has the following special vision requirements:**

Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL WORKING CONDITIONS:**

**The following physical conditions and hazards may be encountered while working in this position:**

Extreme heat and cold, moving mechanical parts, fumes, odors, toxic chemicals, risk of electric shock and vibration, and loud noise.

*I certify that this job description is a true reflection of the major responsibilities, requirements, and duties of this position.*

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

*I have read this job description and understand the major responsibilities, requirements, and duties of this position. I understand the duties listed in this description are not all-inclusive and there may be other duties assigned to me.*

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date