

City of Lander

Job Description



Title:	Shop Supervisor	Grade:	9
Department:	Public Works	Effective Date:	4/2021 9/2023
Division:	Fleet Maintenance	Last Revised:	9/2023

In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.

GENERAL PURPOSE

Performs a variety of first-line supervisory and advanced level skilled duties related to managing daily operations of the city shop and assuring quality fleet maintenance. Performs as a master mechanic.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides close to general supervision to Journey Mechanic(s).

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the city shop, schedules preventive maintenance projects and controls work flow; monitors fleet maintenance to assure efficient and safe vehicle operation; assigns projects; reviews performance to assure quality work; makes recommendations related to job retention and advancement.

Maintains various maintenance records; monitors use of parts and assures proper availability of inventory; orders parts and materials; prepares recommendations for budget needs, monitors established division budget to assure compliance with spending limitations; operates computer to input expense information related to division operations, projects and inventory.

Receives vehicles and work orders; assigns work; directs and performs complex maintenance and repair work on gasoline engines, carburetors, differentials, air and hydraulic systems (turbo, super charger systems), brakes, drive units, diesel engines, transmissions, clutches, steering, suspensions, electrical, computerized control systems, fuel systems, cooling systems, tires, exhaust, etc.; oversees and performs emergency field repairs and service; oversees and performs auto body repairs and painting.

Digital Management and Record Keeping; Utilize the online application to review, accept, and manage digital work orders, ensuring that all tasks are completed in a timely and efficient manner. Submit purchase orders online for necessary parts, tools, and equipment, ensuring cost-effective procurement practices. Update and manage personal employee profile, including timesheet submissions, leave requests, and other relevant details.

Inventory Management; Track the usage and inventory of parts and supplies, ensuring that commonly used items are readily available. Ensure that tools and equipment are properly maintained, stored, and inventoried.

Collaboration and Communication; Collaborate with other departmental staff and external vendors when necessary. Provide timely updates to the Fleet Maintenance Supervisor about ongoing tasks, challenges, and accomplishments. Offer suggestions for process improvements or potential cost-saving measures.

Inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to trucks, automobiles, and various light and heavy equipment such as tractor, graders, loaders, backhoes, police cars, fire trucks, dump truck, street sweeper, sanders, pumps, rollers, and lawn mowing equipment, etc.

Fabricates tools and equipment parts which are not readily available; performs extensive metal fabrication (gun racks, cages, shields, steps, brackets, push bumpers, etc.), welding and hardfacing using electric and acetylene equipment; modifies parts, reinforces frames, plow blades, sanders, etc.

Provides training and instruction to less experienced personnel in complex maintenance and repair of automotive and heavy duty equipment; provides general instruction to equipment operators in making minor repairs and performing general maintenance routines.

Monitors all work activities and procedures to assure compliance with established safety standards; enforces safety practices.

Performs related duties as required.

CORE COMPETENCIES

- Adaptability: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.

- Customer Service: Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- Dependability: Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative: Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- Job Knowledge: Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- Judgment: Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- Planning & Organization: Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus two (2) years of specialized training provided through professional workshops, trade school, or technical college in automotive and/or heavy equipment mechanics;

AND

B. Eight (8) years of progressively responsible experience in a field directly related to above duties; one (1) year of which must have been in a lead worker capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment maintenance; safety practices required by state and other laws; hazards common to heavy equipment operation; installation and repair of automotive air conditioning

systems, servicing and repair of air brakes and air systems, auto electrical systems and equipment; gas and arc welding. Working knowledge of principles and techniques of supervision; computer operations and applications including word processing, spreadsheet and database programs.

Master level skill in the use of mechanical tools, materials, welding, and testing equipment.

Ability to direct the work of others; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively verbally and in writing; plan, organize, and direct the affairs and operations of a crew engaged in a variety of operations and maintenance projects; read and interpret engineering plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; develop and maintain effective working relationships with supervisors, co-workers, subordinates, and the public.

3. Special Qualifications:

Possession of a valid Class B Commercial Driver's License **preferred but not required.**

Must be a certified mechanic in all areas of light and heavy equipment.

Must be able to lift a minimum of 50 lbs and meet the physical demands of the job.

May be required to become certified to supervise EPA Hazardous Materials Training Program.

May be required to become certified to perform state safety inspections.

4. Work Environment:

Incumbent of the position normally works in a safe, climate controlled environment. Occasionally, tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing/**near vision** essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and some creative problem solving. **Exposure to contaminants including pollutants, gases, dust and odors and machinery noise frequent Exertion up to 50 pounds of force.**

DRIVING REQUIREMENTS:

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following may be considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

SUPPLEMENTAL INFORMATION

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test. Random, reasonable suspicion and post-accident drug and alcohol testing are administered in accordance with Federal requirements and City policy.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiate a driving record from all previous States of residency.

If you have questions regarding the background screen, or pre-employment, random, reasonable suspicion or post-accident drug testing, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

GUIDELINES

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures.

The City of Lander is an at-will employer.

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

Employee's Name (Printed)

Employee's Signature

Date

City of Lander

Job Description



Title:	Mechanic	Grade:	3
Department:	Public Works	Effective Date:	4/2021
Division:	Fleet Maintenance	Last Revised:	9/2023

In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.

GENERAL PURPOSE

Performs a variety of Journey level skilled tasks related to the maintenance, service, repair, and rebuilding of light or heavy duty mechanized vehicles, engines and equipment.

SUPERVISION RECEIVED

Works under the general guidance and direction of the shop supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs automotive and mechanical trouble shooting and analysis of malfunctions using various technical and computerized testing and calibration equipment (diagnostic computers, scanners, scopes, battery checker, pneumatic equipment, drill press, etc.) as needed to assure safe and efficient operation of city motor vehicles.

Inspects malfunctioning vehicles and equipment, determines source of problem and makes necessary repairs and adjustments to trucks, automobiles, and various light and heavy equipment such as tractor, graders, loaders, backhoes, police cars, fire trucks, dump truck, street sweeper, sanders, pumps, rollers, and lawn mowing equipment, etc.

Performs preventive maintenance and makes repairs to vehicles; maintains internal combustion engines (gas and diesel), carburetors, transmissions, differentials, air and hydraulic systems (turbo, super charger systems), electrical, computerized control systems, fuel systems, cooling systems, suspensions, brakes, tires, exhaust, etc.; performs emergency field repairs and service.

Disassembles and repairs motors and manual transmissions; repairs or replaces oil filters, carburetors, fuel pumps, and other parts; relines and adjusts brakes and differentials.

Installs, maintains and repairs electrical systems, components, parts, accessories and equipment; assures proper function of vehicle radios and communication equipment.

Fabricates tools and equipment parts which are not readily available; performs extensive metal fabrication (gun racks, cages, shields, steps, brackets, push bumpers, etc.), welding and hardfacing using electric and acetylene equipment.

Performs general vehicle inspection and certification; checks and maintains service schedules consistent with manufacturer specifications.

Orders replacement parts, fuels and lubricates equipment; changes and repairs tires; completes vehicle maintenance records.

Services and replaces equipment parts such as radiators, generators, distributors, brakes and clutches as required; assists in the minor repair of damaged body frames.

Digital Management and Record Keeping; Utilize the online application to review, accept, and manage digital work orders, ensuring that all tasks are completed in a timely and efficient manner. Submit purchase orders online for necessary parts, tools, and equipment, ensuring cost-effective procurement practices. Update and manage personal employee profile, including timesheet submissions, leave requests, and other relevant details.

Inventory Management; Track the usage and inventory of parts and supplies, ensuring that commonly used items are readily available. Ensure that tools and equipment are properly maintained, stored, and inventoried.

Collaboration and Communication; Collaborate with other departmental staff and external vendors when necessary. Provide timely updates to the Fleet Maintenance Supervisor about ongoing tasks, challenges, and accomplishments. Offer suggestions for process improvements or potential cost-saving measures.

Supervises the operation of the city shop in the absence of the shop supervisor.

Performs related duties as required.

CORE COMPETENCIES

- Adaptability: Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- Communication: Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
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MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus one (1) year of specialized technical or vocational training related to above duties;

AND

B. Three (3) years of skilled mechanic experience in maintenance and repair of gasoline and diesel engines;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of the design, adjustment, operation, maintenance, and repair of diversified mechanical and electrical equipment including light, medium, and heavy gasoline and diesel engines; materials and tools used in equipment maintenance; the safety practices required by state and other laws; installation and repair of automotive air conditioning systems; welding methods and procedures; servicing and repair of air brakes and air systems; auto electrical systems and equipment; gas and arc welding.

Journey skills in the use of mechanical tools, materials, welding, and testing equipment.

Ability to read and interpret maintenance manuals, parts books, and mechanical drawings; diagnose complex and non-routine mechanical and electrical defects and determine parts and adjustments necessary to repair equipment; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.

3. Special Qualifications:

Possession of a valid Class B Commercial Driver's License **preferred but not required.**

Must be a certified mechanic in all areas of light and heavy equipment.

Must be able to lift a minimum of 50 lbs and meet the physical demands of the job.

May be required to become certified to supervise EPA Hazardous Materials Training Program.

May be required to become certified to perform state safety inspections.

4. Work Environment:

Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching. Talking, hearing and seeing/ **near vision** essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and some creative problem solving. **Exposure to contaminants including pollutants, gases, dust and odors and machinery noise frequent Exertion up to 50 pounds of force.**

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Employee's Signature

Date