

POSITION AVAILABLE

SHOP SUPERVISOR

SUMMARY: Works under the general supervision of the Public Works Director. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Performs service, maintenance and repair work on all vehicles and maintenance equipment gas and diesel. Performs preventive maintenance on all equipment and vehicles. Performs electrical repairs on engine and running gear for all mobile equipment and vehicles. Fill out work reports and service records for each job assigned. Will share in domestic duties, such as housekeeping, laundry and minor maintenance. Will share in weekend and holiday work when requested. Will cooperate and assist in emergency work situations. Any other duties assigned from time to time by the Mayor and Council.

QUALIFICATION: Knowledge/ability to assign and carry out repair/maintenance projects properly and efficiently. Ability to establish and maintain effective working relationships with the public, employees and supervisors. Ability to perform moderate/heavy physical work and lift/carry up to 50 pounds.

EXPERIENCE AND TRAINING: Any combination of education, training and experience equivalent to graduation from high school with some course work in vocational training in auto/equipment mechanics, three years experience and completion of an approved apprenticeship program or five years of experience as a mechanic. Possession of a valid Class B commercial driver's license. Salary range: Grade 9 \$2,922 - \$4,106 monthly.

Written applications should be submitted to the City Clerk at Lander City Hall, 240 Lincoln Street, Lander, Wyoming and must be received by 5:00 p.m. Monday August 9, 2010. A complete job description can be obtained at Lander City Hall. The City of Lander is an Equal Opportunity Employer.

Publish:

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