

CITY OF LANDER
POSITION AVAILABLE
MAINTENANCE SHOP SUPERVISOR

The City of Lander is accepting applications for a Shop Supervisor. This a full-time position with benefits. Salary will depend on experience. Detailed job description is available at City Hall, 240 Lincoln Street, Lander, Wyoming. It is also available on our website www.landerwyoming.org

Applications or Resumes must be received by 5:00 p. m. Friday, September 2nd.

City of Lander

Job Description



Title:	Shop Supervisor	Salary:	\$2922 - \$5124 monthly
Department:	Public Works	Effective Date:	7/2008
Division:	Fleet Maintenance	Last Revised:	

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.

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.

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:

Must possess a valid Class B Commercial Driver's License.

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

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 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.