

October 2016

**MILLS COUNTY SECONDARY ROADS
JOB DESCRIPTION**

POSITION TITLE: Shop Supervisor
REPORTS TO: County Engineer
SUPERVISES: Mechanics, shop personnel and Sign Control

PURPOSE OF POSITION: Under the general supervision of the County Engineer this position is responsible for coordinating all maintenance and repair of county-owned secondary roads department equipment and vehicles. Responsible for building and grounds maintenance on all three department shop locations. Performs first-line supervisory duties for personnel assigned to the shop as well as supervision of the department sign control function.

ESSENTIAL FUNCTIONS:

Confers with the other roads department supervisors on a daily basis to coordinate equipment repair and maintenance needs.

Prioritize county equipment maintenance activities with County Engineer.

With minimum supervision, directs, supervises and coordinates all county equipment maintenance and purchasing.

Prepares specifications for equipment to be purchased by the department, evaluates new ideas in machinery operating methods, techniques and uses and makes recommendations to the Engineer regarding equipment purchases.

Supervises subordinate employees including but not limited to assigning tasks, monitoring job performance, enforcing all work rules and policies, checking the progress of work tasks, instructing employees in safety procedures and proper use of equipment and issuing disciplinary actions.

Manages the day to day operation of the Shop for the purpose of supervising the diagnosing and repair of all roads department vehicles and equipment.

Monitors the department inventory of equipment, automotive parts, tools, materials and supplies, and orders stock and non-stock inventory items according to established policies.

Communicates with vendors for the purpose of ensuring timely repair and delivery of parts and equipment.

Completes various written work records including but not limited to time sheets, log books, work orders, equipment maintenance records and service sheets.

Responds to/directs snow and ice removal operations and emergency operations as required.

Coordinates equipment and building maintenance activities with county engineer office staff.

Operates welding units, power tools and hand tools in general maintenance and repair of equipment and vehicles.

Performs routine scheduled maintenance on assigned vehicle including, but not limited to changing oil, filters and other engine fluids and lubricants, repairing tires, tire chains, lights, performing battery maintenance, and washing and cleaning the interior and exterior.

MARGINAL FUNCTIONS:

Controls traffic in construction and maintenance zones and emergency situations.

Performs other duties as directed by supervisor or engineer as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Thorough knowledge of electrical circuitry, hydraulic systems, air brake systems, diesel engines, gas engines, air conditioning, power trains, transmissions and components.

Thorough knowledge of and ability to operate and maintain heavy trucks and construction/maintenance equipment.

Thorough knowledge of occupational hazards and the safety precautions necessary for the proper operation and use of assigned vehicles, equipment, tools and materials.

Good knowledge of and the ability to perform routine maintenance on assigned vehicles and equipment.

Good knowledge of and ability to utilize supervisory techniques in organizing and directing extensive maintenance and repair work.

Good working knowledge and ability in welding and fabrication to perform repairs on equipment.

Ability to direct subordinates on maintenance processes and procedures through written and oral instructions.

Ability to establish and maintain effective working relationships with fellow employees, supervisors and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to assist the Engineer in developing the budget required for shop operation, maintenance, and fleet management, and to operate within said budget.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

Completion of High School or GED equivalent.

Completion of a post high school technical degree in diesel mechanics is desirable.

Minimum 10 years of experience on construction equipment operations, maintenance shop operations, fleet maintenance or county maintenance operations preferred, or equivalent combination of experience.

Ability to efficiently schedule multiple operations on a daily basis.

Ability to communicate clearly with employees as well as the public.

Ability to motivate employees and to maintain an efficient and safe working environment.

Must maintain a valid State of Iowa Commercial Drivers License (CDL) with air brakes endorsement, tanker endorsement and hazardous materials endorsement.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed in a garage/shop setting, but is also performed in a variety of outdoor environments and locations throughout the year.

Work environment is occasionally noisy and may be hazardous, if proper safety precautions are not taken.

Must be able to lift and carry items which weigh 50 to 100 pounds.

Operation and maintenance of vehicles and equipment requires that incumbent be able to perform repetitive hand, wrist, shoulder and leg movements, have effective hand and eye coordination, bend, climb and crawl into, under and out of vehicles as well as climbing steep roadside banks.