

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Shop Supervisor</b>	<b>CLASS CODE:</b>	<b>889</b>
<b>REPORTS TO:</b>	<b>Superintendent of Equipment Management</b>	<b>GRADE:</b>	<b>26</b>
<b>DEPARTMENT:</b>	<b>Field Operations</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB DESCRIPTION DATE: February 29, 2008rht</b>			

**JOB SUMMARY**

Plans, organizes and supervises the activities and staff in the maintenance and repair of City equipment during an assigned shift.

**ESSENTIAL FUNCTIONS**

1. Plans, organizes and supervises the activities and staff in the maintenance and repair of city equipment.
2. Schedules and prepares work orders and assigns jobs tasks.
3. Prepares work orders, inputs information, reviews past problems, tracks usage and wear and tear through the automated fleet management system.
4. Authorizes parts request forms and verifies status of ordered parts.
5. Reviews completed repair orders.
6. Monitors maintenance and repair records of employees and compares them to standards.
7. Inspects work in progress and upon completion to insure continuity and timely completion of repair and maintenance work.
8. Handles and solves complaints from employees, operators, and supervisors.
9. Participates in the development, implementation and monitoring of policies and procedures.
10. Periodically conducts research and prepares emissions compliance- maintenance and warranty reports.
11. Participates in the development of the equipment maintenance budget.
12. Maintains records on OSHA-ADEQ rules and regulations compliance.
13. Monitors and performs minor adjustments and repairs on compressed natural gas stations.

**SECONDARY FUNCTIONS**

14. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

Internal combustion engines, power trains, automatic transmissions, hydraulic, and electrical systems  
Methods of testing procedures, tools and equipment used in the repair and maintenance of motorized equipment  
Supervisory policies, procedures, and techniques

**Skills in:**

Effectively dealing with personnel issues  
Report writing  
Evaluating situations and taking appropriate action

**Ability to:**

- Operate a computer and applicable software
- Diagnose malfunctions in automotive equipment and make the necessary repairs
- Effectively supervise, train, develop, and evaluate employees
- Read and interpret mechanical drawings
- Establish and maintain effective working relationships with city staff
- Communicate effectively, verbally and in writing

**WORKING CONDITIONS**

Work is performed in a shop setting. Involves checking repaired equipment which Includes exposure to exhaust and noise. Hazards may be controlled through the exercise of safety precautions.

**MINIMUM QUALIFICATIONS**

High school education and four years of experience in the repair and maintenance of heavy-duty equipment including one year of lead or supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license.

May require working an evening shift. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.