

## **Automotive Supervisor (3714) Task List**

### **Supervision**

1. Interviews and evaluates job candidates for positions such as Equipment Mechanic, Garage Attendant, and Helpers in order to make hiring recommendations and/or decisions based on factors such as technical knowledge and in accordance with Personnel policies including the Rule of Three Whole Scores.
2. Writes interview questions for Certification interviews to supplement standard questions in order to thoroughly determine candidates' job related knowledge, skills, and abilities.
3. Documents incidents of noteworthy good or poor job performance, evaluates employees in areas relevant to the job, documents employee evaluations, and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employee for career advancement opportunities.
4. Reviews and approves employee timesheets, including employee requests for time off, sick leave, and necessary changes in work schedules in order to ensure appropriate levels of staffing, timely completion of work.
5. Reviews and approves employee time keeping via computer database in order to ensure that payroll goals are met within their deadlines.
6. Counsels and/or disciplines employees by following Departmental progressive disciplinary procedures, including documenting steps taken, and makes recommendations to higher level supervisors when formal disciplinary procedures be initiated in order to maintain high standards for work and behavior of employees.
7. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
8. Attempts to resolve grievances from subordinates by meeting with subordinates and shop stewards to discuss formal grievances at first level and if unable to resolve, refers matter to Senior Automotive Supervisor, in order to seek a settlement to the grievances.
9. Discusses employee concerns, including grievances, with subordinates and/or shop stewards, receives grievances, and, if unable to resolve, refers matter to Senior Automotive Supervisor in order to comply with City and Department policies and regulations and/or Memoranda of Understanding.

10. Refers employees to Employee Assistance Programs (EAP) sponsored by the Personnel Department by meeting with subordinate to offer availability of programs in order to ensure employees are aware of available resources.
11. Completes Employer's Report of Occupational Injury and Illness within policy timelines, investigates issues surrounding accidents, and makes recommendations for preventative action, in order to resolve issues surrounding employee's job related injury/illness accidents.
12. Investigates traffic accidents involving subordinates driving City vehicles and prepares a report of findings in order to comply with City policies and procedures and to make recommendations on corrective actions.

### **Scheduling and Project Management**

13. Schedules and assigns the work of subordinate personnel engaged in the servicing and repair of transportation and construction equipment using work orders and vehicle equipment work history records as well as records of available personnel in order to return equipment to service as quickly as possible.
14. Completes daily, weekly, and monthly standard and memo-type activity reports, using computers or paper documents, in order to keep track of the status of overall shop operations using records of man-hours spent, deployment of personnel, and repair work status.
15. Estimates personnel requirements, needed equipment, and tools based on shop production and repair records in order to prepare the annual budget recommendations for management.
16. Monitors the budgeted inventory levels of repair and replacement parts using equipment repair and other shop records in order to ensure that parts are available when needed.
17. Schedules outsourced shop repair work to be done by outside vendors by contacting vendors, verbally or in writing, and agreeing on mutually acceptable terms such as completion dates, costs, and estimates of work to be done.
18. Coordinates with vehicle manufacturer, repairs to be done under warranty by arranging transportation of the vehicle to dealer, contacting user division to secure the vehicle for service, and completing all necessary paper work.
19. Confirms and verifies repairs to be done to the work site by contacting appropriate repair persons, scheduling repair work to be done, and determining if completed work is done properly.
20. Arranges for the use of loan or replacement equipment in order to maintain the constant availability of equipment as needed in the field.

21. Dispatches subordinate personnel using face-to-face, telephone or radio communication in order to perform emergency repairs in the field or tow equipment to the shop for repairs.
22. Recommends revisions to, revises, and monitors Preventive Maintenance Program based on equipment and vehicle work history records in order to minimize equipment and vehicle "down time."
23. Requests vehicles from user agencies in order to make needed maintenance and repair.

### **Written Communication**

24. Writes and updates employee production charts and work records based on daily vehicle and equipment work history record forms and work order forms for use by management in monitoring work productivity.
25. Writes recommendations using cost estimates, equipment repair records, and written reports of damage to be used by management in the determination of repair or salvageability of damaged vehicles, equipment, and vehicles nearing the end of their usable life.
26. Writes management information reports on new products such as filters, safety equipment, new fuels, lubricants, and other products or equipment using information from equipment repair records and performance tests.
27. Writes recommendations using bids received from outside vendors for use by management in the scheduling and completion of necessary repair jobs to be done by outside vendors.
28. Writes recommendations based on vendor demonstrations, performance tests, and cost estimates for use by management in determining new shop equipment and automotive parts to be purchased.
29. Writes work orders based on information from visual inspection of the vehicle and equipment work history and the results of diagnostic and other equipment tests in order to determine type and extent of repairs necessary.
30. Writes recommendations for modification to existing facilities based on face-to-face or telephone requests and written forms such as Alterations or Improvement Requests.
31. Assists Equipment Specialists in writing vehicle and equipment specification reviews in order to provide recommendations on the suitability of equipment.

### **Safety**

32. Visually inspects work location, equipment, and tools to ensure conformance with proper safety regulations, including Cal/OSHA and departmental safety standards.

33. Arranges for the proper disposal of hazardous waste and material and maintains records of disposal in accordance with State and Federal regulations.
34. Serves as head of accident review board, by reviewing traffic collision reports and employee statements, in order to make determinations regarding preventable and non-preventable collisions.
35. Serves on multi-disciplinary collision investigative teams, by gathering information on vehicles involved in traffic collisions, in order to provide reports to management.

### **Equipment Maintenance**

36. Visually inspects and road tests work being done by subordinate personnel, including completed work and work in progress, in order to determine quantity and quality of work performed.
37. Instructs subordinate personnel engaged in new vehicle and equipment "get ready" by referring to departmental specifications and by spot checking the work to ensure compliance with user department requirements.
38. Provides direction to subordinates regarding resolution of abnormal/unusual repair problems by evaluating possible causes, calling dealers or manufacturers to obtain additional information, and making recommendation for possible resolutions.

### **Training**

39. Conducts periodic training meetings with subordinate personnel using written materials, visual training aids, and practical demonstrations, in order to ensure subordinate personnel's compliance with and understanding of Cal/OSHA and other general safety shop standards, as well as changes in policy, rules, and regulations.
40. Coordinates specialized training for subordinates with outside manufactures and vendors by determining types of training needed, contacting vendors/manufacturers and scheduling the dates, times, and facilities needed for the training, in order to ensure staff is ensure staff is properly trained.

### **Other Related Duties**

41. Draws preliminary sketches in response to requests for modification and repair to be used by welding or machine shop crews in the repair or fabrication of parts for vehicle and shop equipment.
42. Inputs or reviews vehicle information and daily shop records into computer in order to maintain repair history of vehicle.
43. Answers questions on vehicle status and investigates complaints from user agencies regarding vehicle repair and use.

44. Inspects and reviews vendor products, before purchase, in order to determine whether or not the products meet suitability for a particular application.