

**Senior Automotive Supervisor (3716)
Task List (2021)**

Equipment Maintenance

1. Establishes inventory levels of items such as tools and repair and replacement parts based on past and projected needs to ensure that tools and parts are available when needed.
2. Supervises the maintenance of budgeted inventory levels such as tools and repair and replacement parts, automotive fluids, PPE, and other related fleet items to ensure that all supplies are available when needed.
3. Evaluates and compares capabilities of outside vendors and in-house shops by considering areas such as time and cost factors in order to ensure the timely completion of necessary repair work and makes recommendations and/or appropriate decisions.
4. Analyzes fleet maintenance programs and makes recommendations, such as revisions to the preventive maintenance schedule, based on vehicle availability reports and vehicle repair records in order to minimize equipment and vehicle "down time."
5. Through subordinate personnel, directs tasks such as the preparation of new vehicles and equipment to ensure compliance with user department requirements.
6. Through subordinate personnel, directs tasks such as modification of equipment and parts as approved to ensure compliance with user department requirements.
7. Through subordinate personnel, coordinates tasks such as the availability of substitute vehicles and equipment for use in the field in order to fulfill user and/or departmental needs.

Inspections and Testing

8. Reviews documents such as inspection reports, sketches, schematics, and related records in order to determine parts, repairs, and other work required.
9. Through subordinate personnel, supervises tasks such as the inspection, diagnosis, testing, repair, and quality control of automotive and construction equipment to ensure that established inspection procedures, policies, and standards are being observed, performed, and achieved.
10. Through subordinate personnel, inspects and supervises the repair work completed by outside shops to ensure conformance to contract specifications, department standards, and manufacturers' warranty requirements.

11. Directs the testing of items such as new products or equipment using predetermined procedures to ensure conformance with established standards.

Shop Maintenance

12. Through subordinate personnel, directs tasks such as the preparation of time and material cost estimates of equipment repair and modification in order to fulfill user and/or departmental needs.
13. Through subordinate personnel, directs the archiving and safe keeping of fleet data and records such as repair orders, time and materials, and personnel records in order to maintain completeness and accuracy.
14. Recommends revisions such as auto and equipment repair methods and procedures based on reports and visual observation of personnel, shops, and equipment in order to improve efficiency of operations.
15. Confers with representatives of equipment and product manufacturers and other agencies in order to discuss possible modifications and changes to equipment such as requirements and specifications.
16. Provides recommendations such as the salvageability or repair of damaged vehicles and equipment using cost estimates and equipment repair records to ensure shops' needs and requirements will be met.
17. Provides recommendations such as the purchase of new products or equipment using results of equipment and product tests to ensure shops' needs and requirements will be met.
18. Reviews budget requests from subordinate supervisors for expenditures such as personnel, tools, equipment, and modifications to facilities based on operational needs in order to include in the bureau or department budget package.
19. Reviews preliminary plans and specifications such as new building construction or modification to existing facilities to ensure that shops' needs and requirements will be met.
20. Prepares reports on key performance indicators such as fleet repair progress, shop activity, vehicle availability, employee performance, and productivity in order to indicate the status of overall shop operations and fleet readiness.
21. Assists in planning and preparing specifications such as new and replacement shop equipment and in obtaining bids from outside vendors in order to fulfill user and/or departmental needs.

Supervisor Duties and Staff Training

22. Through subordinates supervisors, directs and coordinates the activities of employees engaged in the maintenance and repair of transportation, construction, police and/or fire equipment in both general and specialized repair shops such as: electrical, brake, cabinet/carpentry, welding, paint, tire, upholstery, motorcycle, machine, body repair, unit rebuild, hydraulic cylinder, small equipment, motor street sweeper, and aerial device repair in order to maintain operations at a sufficient level.
23. Selects applicants from civil service eligible lists by conducting oral interviews using interview documents such as written applications and administering performance tests using standard rating forms and/or procedures in order to fill vacant positions with the best qualified candidates.
24. Prepares written personnel documents such as employee evaluation reports of subordinate personnel consistent with Personnel Department guidelines in order to maintain employee work performance and conduct standards.
25. Reviews personnel documents submitted by subordinate supervisors such as employee evaluation reports, notices to improve, and commendations to ensure completeness and accuracy.
26. Reviews payroll records such as bi-weekly time sheets in order to verify accuracy.
27. Directs clerical employees in tasks such as the maintenance of shop, employee, and equipment records using established departmental procedures in order to ensure archiving and retrieval and dissemination of information.
28. Counsels and disciplines subordinate employees by referencing information material such as MOU's, City Personnel Policy, and department rules and regulations in order to maintain employee performance and conduct standards.
29. Participates in meetings such as conduct reviews by conferring with Personnel Department, union, or special interest group representatives in order to discuss and review grounds for disciplinary action against subordinate personnel.
30. Develops policies and plans such as after-hours vehicle repairs and/or transport of disabled vehicles and equipment to the shop to ensure shop needs and requirements are met.
31. Ensures EEO policies are communicated and administered in the work site in accordance with Civil Services Rules and Personnel Department policies in order to maintain compliance.

32. Conducts training meetings by utilizing training methods such as aids and practical demonstrations in order to disseminate new and changing maintenance and repair information.
33. Conducts periodic meetings for subordinate personnel concerning changes such as policy, rules, and regulations in order to obtain and/or disseminate information.

Safety

34. Conducts assessments and inspections of areas such as work locations, shop equipment, and tools to ensure conformance with safety standards and compliance with Cal/OSHA regulations.
35. Conducts and/or participates in meetings such as accident review committee meetings by interviewing personnel involved and/or reviewing traffic accident reports and incident reports in order to determine the preventability of any future accidents.