

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Mechanic Supervisor  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Assistant Director of Public Works

**SALARY GRADE:** 16  
**FLSA STATUS:** N  
**DATE:** 12/2018

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Provides and manages all aspects of preventative maintenance and repair of the City's fleet of vehicles and equipment. The Mechanic Supervisor functions as a working foreman capable of performing skilled mechanical work in the diagnosis, maintenance and repair of vehicles, light and heavy equipment, and installation and maintenance of computerized equipment in vehicles.

**ESSENTIAL JOB FUNCTIONS:**

Supervise the Mechanics to assure the quality and timely repair of vehicles and equipment;

Determines when to send vehicles and equipment to an outside vendor for repair;

Ensures compliance with safety regulations and policies;

Prepares for emergency events such as inclement weather or a breakdown, keeps equipment ready for seasonal and emergency work;

Diagnoses problems and determines the extent of repairs or adjustments needed for vehicles and light/heavy equipment;

Capable of performing fleet maintenance on all vehicles and light/heavy equipment which includes pre-maintenance, repairs, inspections, vendor negotiations and researching and assisting with vehicle purchasing and liaison with manufacturers and insurance companies;

Maintains, adjusts, repairs, rebuilds and overhauls operating systems including but not limited to, electrical charging, starting, fuel, ignition, cooling, air conditioning, heating, suspension, braking, steering systems and exhaust systems;

Maintains, adjusts, repairs, rebuilds and overhauls components such as engines, transmissions, drive shafts, differentials, brakes, radiators and bodies;

Inspects and repairs brakes, vehicles suspensions and wheel systems and assemblies;

Installs vehicle emergency equipment and 2 way radio communication equipment;

Develops preventive maintenance plan and schedules preventive maintenance work;

Negotiates and oversees vendors as they perform specialized work on City vehicles or provide services/supplies to the City;

Prepares and maintains a budget to cover purchases, repairs and preventive maintenance work;

Order supplies and vehicle parts to maintain vehicles and a working stock.

**IMPORTANT JOB FUNCTIONS:**

Maintains vehicle and equipment maintenance records using computer software;

Assigns daily work to other mechanics and visually assures its proper timely completion;

Leads, coordinates and motivates employees to provide the highest level of customer service;

Prepares reports for senior staff that catalogue all their Division's accomplishments, including assisting with Departmental budgeting process;

Ensures all vehicles/equipment are safe, road worthy and in compliance with State law;

Installs and repairs computerized equipment in vehicles;

Regularly meet with senior staff to discuss goals and objectives surrounding vehicles and their vehicle maintenance;

Acts as a point of contact for insurance companies to ensure City vehicle claims are adjusted and repaired;

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Vehicle Hydraulic Lift    Scanners/Auto Computers    Welding Machine    Air Tools    Hand Tools  
Ohm Meters    Personal Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Completion of high school or equivalent with training as a mechanic; and

Seven years of progressively responsible experience as a mechanic; and,

Two years supervisory experience as a lead mechanic;

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:** *(Varies with assignment)*

ASE (Automobile Service Excellence) certified in at least four specialized areas of automotive mechanical repairs.  
MACAS-CFC (Air Conditioning Certification)  
Maryland CDL Class B  
Maryland State Inspector

**KNOWLEDGE, SKILLS, AND ABILITIES:** *(Varies with assignment)*

**Knowledge of:**

The equipment, tools and practices of the automotive mechanic trade;

The operating principles of gasoline and diesel engines, transmissions, differentials and other major components of automotive vehicles and equipment;

The occupational hazards and the safety precautions of the automotive mechanical trade; extensive knowledge and skill in maintaining and repairing automotive vehicles;

All computer applications and software related to performance of the essential functions of the job;

Management and organization theories and practices;

Departmental organization, standard operating guidelines and policies, rules, and regulations;

**Skill in:**

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner;

Preparing clear and concise reports, correspondence and other written materials;

Working with specialized vehicles with sophisticated computerized systems;

The use and operation of related tools and machinery.

**Mental and Physical Abilities:**

Ability to lead and supervise others;

Ability to acquire knowledge of other codes and regulations administered by the department;

Ability to evaluate repairs and adjustments to equipment;

Ability to maintain records, logs, files and prepare reports;

Ability to understand and follow oral and/or written instructions;

Ability to establish and maintain effective working relationships with a variety of people;

While performing the essential functions of this job the employee is frequently required to stand; walk; use hands to finger, handle, or feel; speak and hear; climb or balance, stoop, kneel, crouch, or crawl; reach with hands and arms; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; push, pull and/or lift up to 50 pounds.

**Working Conditions:**

Work is performed in the field and warehouse exposing the employee to various outside atmospheric conditions; to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, radiation, explosions, falling from high, exposed places, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.