

<b>Position Code: 4820</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee the City’s vehicle maintenance operation. The class is responsible for staff supervision, training, vehicles of responsibility, policy and procedures, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Oversees, directs, and supervises the servicing and maintenance of the City’s automotive and truck fleet.
- Coordinates in-service training of garage employees.
- Performs acceptance tests on newly purchased vehicles to ensure compliance with bid specifications.
- Prepares service/repair orders and passes to shift supervisors.
- Provides technical advice and assistance for mechanics on difficult jobs.
- Handles incoming telephone calls regarding inquiries or complaints for the area of responsibility; provides information and resolves problems/issues.
- Maintains individual vehicle/equipment records; files copies of completed service/repair orders and stores requisitions and related paperwork in appropriate file.
- Develops and implements safety policies and procedures for area of responsibility; ensures compliance with same by staff.
- Maintains record system for assigned area; reviews/processes daily paperwork including reports, requisitions, and personnel information.
- Gathers and maintains information to support periodic and special reports documenting activities for area of responsibility.
- Attends or conducts staff and other professional meetings to exchange information.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities or deductive geometry, plane and solid, and rectangular coordinates.
<b>Language Requirements</b>	Reads scientific and technical journals, financial reports, or legal documents; speaks informally to groups of coworkers, staff in other organizational agencies, and the general public; composes original reports, training, and other written materials, using proper language, punctuation, grammar, and style.

<b>Mental Requirements</b>	Performs professional level work requiring the application of automotive or managerial methods in the solution of technical or administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in business management with automotive experience or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards, and Virginia State Inspector's License.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*