

**AUTOMOTIVE MECHANIC SUPERVISOR**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory and technically skilled position, the primary duties of which involve the supervision of classified Automotive Mechanics and unclassified helpers, providing training and monitoring work performance, as well as performing repair and maintenance duties to fire department vehicles and equipment. The employee of this class has the responsibility for maintaining adequate supply of parts and equipment, preparing records to document department activity, and directing division operations. The Automotive Mechanic Supervisor performs routine tasks with a high degree of independence, reporting to and having work reviewed directly by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs maintenance, repairs or adjustments on various systems of fire department apparatus and vehicles including braking, cooling, fuel, drive train, lubricating, suspension, and electrical systems. Installs replacement parts to systems as necessary. Diagnoses mechanical problems from information supplied by fire suppression personnel.

Supervises and performs maintenance, repairs and adjustments to gasoline and diesel engines, and fire automotive accessories and equipment, using automotive maintenance instruments when required. Supervises the repairs and inspections of fire pumps, hose couplings, nozzles and nozzle assemblies or fixtures used on fire apparatus, making such repairs at an emergency scene when needed. Oversees the maintenance of general tasks such as refueling vehicles, changing and adding oil and adjusting headlights, personally performing such tasks as needed. Supervises and performs maintenance and repairs to portable equipment and small power tools.

Locates outside services for the repair and maintenance of department equipment or assigns such to qualified division personnel. Arranges for the repair of department equipment which cannot be repaired within the department and inspects the equipment after repairs. Directs the transportation, delivery, and pick up of equipment in need of repair.

Supervises, observes and evaluates the operations of the

division and work performance of subordinate employees. Assigns work schedules and areas, delegates duties, evaluates work performance, and writes employee evaluation reports. Discusses work performance with subordinate employees and counsels those experiencing work problems. Resolves employee complaints and maintains discipline. Approves leave. Provides technical assistance and trains in the use of operating manuals and work orders to subordinates. Provides informal or "on-the-job" training for new employees.

Participates in any training required by the department. Reads service manuals, part books, and any other written material necessary to determine how to perform required duties.

Assists in the preparation of expenditure estimates for the departmental operating budget. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Supervises and participates in the purchase of equipment and supplies, keeping such purchases within the established budget.

Writes specifications for new fire department equipment and prepares specifications for public bids.

Oversees and maintains inventory of supplies and equipment, and ensures the organization and storage of such for locating and retrieving materials. Meets with sales representatives to review products.

Personally completes forms and records and writes reports. Files records, reports, or forms required, and retrieves such from the files when needed.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of

Automotive Mechanic for at least one (1) year immediately preceding closing date for application to the board.