
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Road	CLASSIFICATION:	433
SUPERVISOR:	District or Shop Supervisor	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 697

GENERAL STATEMENT OF DUTIES: Lead, prioritize and participate in all aspects of County repair shop. Repair, overhaul and maintain automotive equipment, machinery and other standard road construction equipment. Perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform all Duties of Mechanic and Lube Service Worker, as necessary or directed for the most efficient operation of the Department. Perform skilled repair or maintenance operations, using equipment such as hand or power tools, hydraulic presses or shears, or welding equipment.

Design and fabricate parts or supplies not otherwise easily obtained from other sources.

Perform and certify the required federal inspections of Transit Vehicles.

Lead, prioritize and participate in shop work to the extent of coordinating scheduling, assigning and reviewing work, providing input on performance, and providing training. Counsel employees about work related issues and assist employees to correct job-skill deficiencies.

Inspect, test and measure completed work performed by others to verify conformance to standards.

Compile and analyze operational or personnel records, such as time and production records, inventory data, repair or maintenance statistics, or test results.

Compute estimates and actual costs of materials, labor, and equipment to complete anticipated assignments or alternatives.

Develop and recommend maintenance and repair policies and procedures.

Develop and implement electronic maintenance programs or computer information management systems.

Obtain quotes for major parts and supplies in excess of \$1000 for approval of the supervisor. Work with vendors and meet with (scheduled by appointment) sales representatives to recommend the most appropriate alternative for the Department.

Participate in budget preparation and documentation of the needs of the shop. Coordinating purchasing and associated documentation in accordance with the County's purchasing policy, and monitor shop expenditures for compliance with the approved budget.

Inspect and monitor work areas, examine and maintain tools and equipment in proper condition, and provide employee safety training to prevent, detect, and correct unsafe conditions or