
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Road	CLASSIFICATION:	433
SUPERVISOR:	District Supervisor-St. Helens	SALARY RANGE:	25
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Supervise 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.

Supervise shop crew, including assigning and reviewing work, evaluating performance, training and administering appropriate corrective and disciplinary action. Handle employee complaints, including Step 1 union grievances and effectively recommend on hiring and dismissal decisions.

Perform emergency and regular maintenance repairs in the field or in the shop on equipment such as motor graders, bulldozers, gradalls, automobiles, single and/or double axle dump trucks, brush cutters, hydraulic and air compressors and generators. Coordinate work with the District Supervisors. Review, document, coordinate and make recommendations for improvements of work performed on equipment in the District Shops.

Diagnose malfunctions such as fuel or ignition failures and effect repairs by adjusting or replacing parts. Perform major overhaul work on gas and diesel road equipment.

Repair transmissions, differentials and other gear boxes, making necessary replacements and adjustments.

Grind valves, set tappets and push rods. Adjust and repair steering gear and front end assemblies. Install clutches and brake-linings and make necessary adjustments. Inspect, repair and replace defective parts as needed.

Fabricate special parts or pieces of equipment required for various jobs. Operate engine lathe in fabrication of replacement parts.

Do general welding including sheet metal, hard surfacing, or repairing broken castings, using oxy-acetylene or electric arc welding equipment as required.

Prepare and maintain shop records to include equipment costs for labor, parts and materials used. Prepare Hazardous Waste Generation Report for Oregon Department of Environmental Quality.

Maintain inventories of needed supplies for everyday use such as chemicals, oils and greases, tires, etc., and obtain needed parts and supplies for automotive and equipment repairs performed in County shops. Greet and meet with various sales representatives.

Maintain tools and equipment in proper condition. Ensure that all fire extinguishers of the Road Department and all other equipment is in compliance with OSHA and other safety regulations.

JOB DESCRIPTION: SHOP SUPERVISOR

DATE:10/28/2009

Follow all safety rules and procedures established for work areas. Model, monitor and ensure compliance to safety rules and procedures by work crews. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 2 shop crew employees. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include participating in interviewing and hiring processes; training employees; planning, assigning and directing work; participating in evaluating performance; providing recommendations on rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with the District Supervisor.

SUPERVISION RECEIVED: Work under the general direction of the District Supervisor who reviews work according to established policies, procedures and standards.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent. Five years' work experience as a general mechanic, including experience in the maintenance and repair of heavy equipment. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess or acquire within six (6) months of hire a Commercial Driver's License and must be insurable under the County's liability insurance coverage.

NECESSARY SPECIAL QUALIFICATIONS: Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County and comply with the County's Fitness for Duty Policy.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the standard practices, materials and methods used in maintaining, repairing and overhauling construction equipment. Considerable knowledge of gas and diesel powered engines and equipment. Considerable knowledge of hydraulics and electrical systems.

Ability to effectively supervise work crews and to coordinate work effectively with the District Supervisor(s). Ability to interpret and work from plans. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

Skill with troubleshooting a wide variety of equipment and machinery. Skill in the use of tools and the operation of equipment employed by carry out job duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION: **SHOP SUPERVISOR**

DATE:10/28/2009

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock. The noise level in the work environment is occasionally loud.