

## **EATON COUNTY ROAD COMMISSION JOB DESCRIPTION**

**TITLE:** Shop Supervisor

**SUPERVISED BY:** Superintendent

**POSITION SUMMARY:**

Under the direction of the Superintendent, supervises equipment repair operations and oversees the repair and maintenance of vehicles, equipment, and buildings. Directs the ordering, delivery, and dispensing of repair parts, and assures that necessary parts and materials are available and properly recorded. Supervises all Mechanics and employees involved in storekeeping operations.

**EXAMPLES OF DUTIES:**

1. Supervises all Mechanics for repair and maintenance of equipment. Inspects work quality and assists in resolving problems and issues.
2. Supervises maintenance of buildings and grounds. Inspects work quality and assists in resolving problems and issues. Maintains all building maintenance and related contractor files.
3. Evaluates the job performance of those employees under their supervision and counsels and disciplines those employees.
4. Make requests to the Superintendent for outside contractors to perform work that cannot be performed by Mechanics.
5. Meets with vendors to acquire parts and or labor to perform work being done outside of the Road Commission. Coordinates with others for an orderly competitive bidding process, when needed.
6. Meets with sales personnel on new tools, equipment, parts, and new technologies. Keeps abreast of changing technology related to equipment maintenance.
7. Oversees the storekeeping operation to assure that necessary parts and materials are available in a timely fashion.
8. Assures the adequacy of perpetual inventory systems and the proper coding and recording of all inventories.
9. Assures the security of all inventory stock, materials, and parts.
10. Oversees the maintenance management system as pertaining to inventory, equipment, and repair operations. Assures that the software system is properly utilized for documentation as well as management reporting.
11. Assures that maintenance schedules are properly developed and adhered to. Works closely with the Stores Clerk in assigning work and monitoring output.

12. In the absence of the Superintendent and/or Area Supervisor, may supervise truck drivers and equipment operators on general road maintenance activity outside of shop/garage setting.
13. Assists Area Supervisors and the Superintendent in assigning work for seasonal employees.
14. Serves as a 24-hour on-call Supervisor. When on call, is responsible for response to road emergencies and supervision of road maintenance employees called in outside of normal shift operation
15. Performs other duties as directed.

The duties stated here are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):**

- Physical Mobility - Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work-related locations and facilities.
- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents and view operations and work assignments.
- Hearing/Speaking - Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- Agility/Movement - Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 pounds.

**DESIRABLE QUALIFICATIONS:**

High school diploma or GED and five years of experience in motor pool operations including leadership or supervisory experience. Ability to deal with the public courteously and effectively, work cooperatively with, and supervise other employees and maintain automated and hard copy files and documentation. Ability to work extended hours and be available for 24-hour call-in.

**SPECIAL REQUIREMENTS:**

Michigan Vehicle Operator's License.

**EMPLOYMENT STATUS:**

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice at any time during employment.