

Effective Date: July 1, 2015

SHOP SUPERVISOR

I. DEFINITION

SHOP SUPERVISOR

This is professional supervisory work in a fully equipped construction and maintenance shop. Positions allocated to this class are responsible for the complete operations of the shop, including planning, laying out, assigning and reviewing the work of subordinate supervisors. Although positions allocated to this class may spend a minimal portion of their time directly supervising non-supervisory subordinate employees, these positions are differentiated from other classification levels by the fact that the majority of their time is spent directing the total operation through subordinate levels of supervision. Work is performed under the general supervision of an administrator who reviews work through periodic conferences, reports and inspections.

Examples of Work Performed:

- Effectively recommends the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees.
- Evaluates operational needs for new equipment.
- Prepares requisitions and purchase orders for equipment and materials needed.
- Coordinates, schedules, plans for and assigns construction, remodeling and maintenance projects.
- Prepares cost estimates for jobs using plans, specifications, labor and material costs.
- Assists in the development of the budget for the total operational needs of the shop.
- Plans and conducts a preventive maintenance program for all shop equipment.
- Prepares daily time slips and absence reports.
- Other assigned work may include tasks not specifically enumerated above which are of a similar kind and level.

II. QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Broad but thorough knowledge and understanding of the equipment and tools, methods and techniques of maintenance shops as essential background and experience necessary to provide administrative direction and supervision to skilled craftsmen and mechanical maintenance personnel in an extensive construction and maintenance shop complex.*
- Thorough knowledge of safety precautions and procedures applicable to maintenance shops and mechanical maintenance personnel in an extensive construction and maintenance shop complex.*
- Considerable knowledge of modern supervisory techniques, responsibilities, procedures, controls, and practices.*

- Considerable knowledge of the capabilities and limitations of construction or maintenance shop equipment and facilities in terms of time, work flow, and production standards.
- Ability to read, interpret, and disseminate information contained in technical manuals, repair bulletins, modification work orders, and related instructional material.
- Skill in orally communicating complex maintenance, repair or construction concepts and instructions.*
- Ability to initiate and maintain records, reports and related administrative paperwork associated with maintenance shop operations, controls and responsibilities.*
- Thorough knowledge of production and quality control principles and procedures as applicable to maintenance and construction shop operations.
- Possession of self-reliance, initiative, and independent judgment sufficient to diagnose and resolve complex and difficult maintenance, repair, construction or related problems without frequently seeking advice or counsel from higher supervision.*
- Must possess high degree of leadership, ability to demonstrate initiative, vigor, courage, aggressiveness, will power, decisiveness, self-confidence, and skill in supervising subordinates, planning the proper work distribution of personnel and materials, and directing group activities to achieve common goals.

* = Essential for entry to this class

Training and Experience:

Five years of progressively responsible experience at the journeyman level in a trade relating to maintenance or construction shop operations two years of which shall have been in a supervisory capacity. An equivalent combination of training and experience may also be considered.

NOTE: If special experience is considered essential to successful performance in a particular position, up to three years of experience at the journeyman level may be in a designated trade area or in one particular trade.