



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Mechanic Supervisor	Job Code:	8007800	Job Grade:	D
Reports To:	Manager or Superintendent	Pos. No:	Various	FLSA Code:	E
Department:	Various	Loc. Code:	Various	SIC Code:	1611
				WC Code:	8391
Division:		CS Code:	C	EEO Code:	G02

Summary of Functions: Supervises staff to ensure proper repair and maintenance of gasoline and/or diesel-powered cars, trucks or heavy road construction equipment. Researches and recommends purchases of equipment and parts and performs personnel related duties.

Management scope: May supervise up to ten (10) positions.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Supervises, directs and works with mechanics in the repair and maintenance of gasoline and diesel powered vehicles. Assigns work to mechanics; orders and signs purchase orders for replacement parts and equipment; supervises and assists in completing major overhauls and other repairs when assistance is required to complete assigned tasks; dispatches or accompanies mechanics as required when break downs occur in the field; checks and prepares vehicles for annual safety inspection; and ensures equipment is protected during hot and cold seasons.	45	E
2. Supervises and assists other assigned personnel in completing all aspects of their jobs including: maintaining inventory records, determining costs of replacement parts, scheduling maintenance, completing reports, ensuring completion of custodial duties, resolving complaints, and other responsibilities.	20	E
3. Receives and handles personnel related issues: keeps time and attendance records documenting vacation, sick and leave time, receives and handles sick calls, recommends hiring, firing, promotions and demotions to the department manager or superintendent, resolves work related personnel problems, and trains personnel concerning job duties.	15	E
4. Recommends the actions needed concerning the purchase of supplies, equipment or major parts, based on notifications of requests received; meets with sales representatives concerning parts, supplies and equipment and with dealers concerning new equipment; develops and submits specifications for equipment purchases to the manager or superintendent; and recommends purchase of equipment.	10	E
5. Maintains or has maintained by outside vendors, all equipment necessary to	05	E

complete the repairs and service on county vehicles including, but is not limited to, welding equipment, electrical tools, impact wrenches, air jacks, hydraulic jacks, tire changers, air compressors, and related equipment.

6. Performs other duties as assigned

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Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Seven (7) years of experience in automotive or heavy equipment repair which includes two (2) years of supervisory experience and two (2) years of formal automotive repair/maintenance training (**Special Note: One (1) year of work related experience can be substituted for one (1) year of formal training or any combination of the two).**

Special Requirements/Knowledge, Skills & Abilities:

Must possess a valid Texas Class A Commercial Driver's License, with good driving record. **Hazardous material endorsement is required if assigned to the Road and Bride districts.** Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol tests during employment. HVAC certified. Must provide own hand tools. Knowledge of welding. Ability to effectively supervise personnel. Ability to operate equipment efficiently and safely.

Physical/Environmental Requirements:

Maintenance shop or road construction environment. Requires prolonged kneeling, standing, walking, twisting, climbing and the ability to lift and carry up to 100 lbs., assisted. On call 24 hours. Ability to work in varied conditions (i.e., heat, cold, rain, ice, snow, etc.), inside and outside.

Hay Points/Point Factor:

KH: EI3 175 pts., PS: D3 (29%) 50 pts., AC: C1P 76 pts., TTL: 301 pts., KH/PS/AC: 58-17-25, Profile: +3

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 01/2004; 06/2006;
12/2009

Approved by Civil Service Commission on

Date April 19, 2004, July 17,
2006; 12/2009

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.