**Supervisor, Vehicle Shop Standard Job Description**

**Classification Title:** Supervisor, Vehicle Shop

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 12

**Minimum Pay:** $38.91

**Job Description Summary:**

The Vehicle Shop Supervisor is responsible for supervising the repair and maintenance of buses, heavy equipment and other vehicles as assigned. Responsible for handling personnel matters concerning technicians and student workers. Responsible for providing quality, efficient and cost effective maintenance for all customers.

**Essential Duties and Tasks:**

**30%: Supervision**

* Responsible for employees within the Vehicle Equipment Maintenance Shops to include hiring, scheduling, training, evaluation, disciplining, answering questions, reviewing procedures, defining workload and work priorities, monitoring employee performance and approval of timekeeping records.
* Provide operational feedback on a frequent basis. Review work. Maintain Manager s Notes on all employees.
* Responsible for creating and maintaining a positive work environment focused on customer service and dedicated to continuous improvement.
* Plan continuing education for employees. Provide supervisory skill in the maintenance and repair of gasoline and diesel vehicles and mechanical equipment.
* Outline procedures for repair of complicated or difficult jobs, coordinate tool and parts inventories and ensure work areas and safety standards are maintained.
* Responsible for working with manager for guidance and assistance in accomplishing these tasks.
* Responsible for monitoring and approving hours worked and leave requests in a timely manner

**20%: Repair/ Maintenance**

* Performs maintenance on vehicles.

**20%: Administration**

* Review work orders; coordinate outsourcing of work; work with vendors on issues and needs; assist in developing a parts list for each maintenance function and assist in developing cost estimates.
* Maintains operational reports, safety inspections, repair and record keeping of vehicles and mechanical equipment.
* Review equipment records to ensure proper use of parts and supplies.
* Responsible for closely monitoring production of each mechanic and overall shop production.

**10%: Department Objectives/ Customer Service**

* Transportation Services is committed to providing courteous, responsive, quality service to our customers by fostering a respectful, positive, and welcoming environment for all. Employees are responsible for the following: representing the department to internal and external customers; maintaining 100% “on time” compliance with all university required training for all employees; approving time worked and requesting appropriate leave in a timely manner; reading and responding to e-mail; reviewing/reading information listed on the department intranet; performing assigned tasks in a safe manner and utilizing personal protective items/equipment as appropriate or instructed by supervisor or department; reporting unsafe actions or conditions to supervisor immediately and supporting and following unit/department safety guidelines, practices and policies. Persons in this position will be required to drive state vehicle to travel to various parts of campus and are considered essential when the University declares an emergency, campus closure, class cancellations, etc.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Six years of related experience. Two years of supervisory experience

**Required Licenses and Certifications:**

* Valid vehicle operator’s license and good driving record. Must be able to obtain State of Texas class “B” vehicle operator’s license (Commercial Driver’s License with passenger endorsement and air brakes endorsement) within 45 days of employment.
* Must be able to obtain Texas State Inspections license within 60 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to prioritize, manage multiple projects, and meet deadlines.

**Machines and Equipment:**

* Electric, Hand, Pneumatic or shop tools used in vehicle repair and maintenance
* Electronic diagnostic and test equipment
* Dial gauges
* Operate tire machine
* Computer - 5 hours, Phone - 5 hours, Printer/Fax/Copier

**Physical Requirements:**

* Ability to move (light, moderate, or heavy) objects. ).
* Some lifting, carrying, and/or moving of materials
* Ability to stand for long periods of time.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* This position will be covered by DOT regulations and be in a random drug and alcohol testing pool.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**