Job Description

Position:	**Maintenance Shop Supervisor**	**FLSA Status:**	**Non-Exempt**
Department:	**Maintenance Shop**	**FTE:**	**Full Time**
Reports to:	**Equipment Maintenance Manager**	**Revised:**	**February 2025**

DEFINITION

Under general supervision, the Maintenance Shop Supervisor plans, organizes, schedules, and performance maintenance and repair of ReGen Monterey's vehicles and heavy equipment; provides technical training to staff; develops and maintains records of operational activities required by regulations and/or cost analysis; performs a variety of complex inspections, diagnosis, maintenance, and repair work; and performs other job-related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Heavy Equipment Technician classification series. The supervisor spends most of their time performing diagnosis of mechanical and electrical problems and certain administrative duties such as maintaining records, parts and supply inventory, preparing cost estimates for major repairs, completing performance reviews and directing the daily workflow. The supervisor provides direct supervision to department staff and performs technically complex repair work, as needed.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Plan, direct, train, supervise, assign, and inspect the work of staff engaged in the maintenance and repair of equipment and vehicles.
- Work independently and apply sound judgment and critical thinking skills in a variety of circumstances to make effective decisions.
- Implement shop safety practices, provide training, establish preventive maintenance program.
- Prepare and maintain a variety of records, reports, and correspondence using computer system/software.
- Implement and carry out preventive maintenance programs.
- Plans and evaluates performance of assigned staff; regularly monitors performance and provides coaching for performance improvement and development; collaborates with department manager to take disciplinary action to address performance deficiencies, in accordance with ReGen Monterey's personnel rules, policies and labor contract provisions where applicable.
- Inspect and locate mechanical and electrical defects on automotive equipment, heavy equipment, power-driven equipment, and CNG powered equipment.
- Diagnose mechanical and electrical problems and determine corrective procedures.
- Operate ReGen Monterey's maintenance equipment in a safe manner.
- Adhere to the assigned work schedule, adjust working hours to include evenings and/or Saturdays if necessary, and meet ReGen Monterey's attendance standards.
- All ReGen Monterey positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen Monterey employees, and have regular and reliable attendance and timeliness. Must work cooperatively and respectfully with fellow employees and supervisors at all times.
- Communicate clearly and concisely both orally and in writing.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
The incumbent in this position provides direct supervision to department staff.

QUALIFICATIONS

Knowledge and Abilities:

- Principles, methods, and practices pertaining to the effective operation of an equipment maintenance and repair facility.
- Principles and techniques of effective supervision and training.
- Recordkeeping and reporting procedures.
- Principles, methods, materials, equipment, procedures, and practices used in automotive, heavy, and power-driven equipment maintenance and repair including hydraulic valves and controls, hydraulic and air brake systems, electronic ignition systems, and fundamentals of electricity (both AC and DC), operation, care, and maintenance of gasoline and diesel engines and components.
- Principles and methods of gas and electrical welding.
- Principles and methods of preventive maintenance program.
- Safe work practices/procedures and occupational hazards related to the work performed by shop personnel.
- Supervise, train, and evaluate the work of assigned staff.
- Understand and follow oral/written instructions and accept constructive criticism.
- Determine work priorities/schedule and estimate repair costs.
- Evaluate training/development needs of staff and conduct performance evaluations.
- Evaluate shop resource needs and services.
- Interface with other ReGen Monterey operations to respond to their service requirements.
- Select and oversee contracts for major equipment repairs.
- Maintain inventory of parts and supplies, maintain records on time and materials used.
- Assist with preparation of budget for related operational and capital expenditures.
- Skillfully use a variety of hand and power tools in the maintenance and repair of equipment.
- Perform specialized repair work on gasoline, propane, CNG, and diesel engines; and hydraulic systems.
- Perform gas and electrical welding.
- Assist Heavy Equipment Technicians with problem solving.
- Inspect work for compliance with quality and quantity standards.
- Estimate time, labor, and materials cost for maintenance and repair projects.
- Oversee the BIT inspection program as it relates to commercial vehicles ensuring regulatory compliance.
- Inspect, diagnose, and repair, as necessary, mechanical and/or electrical defects on ReGen Monterey automobiles, trucks, heavy equipment, other power-driven equipment.
- Apply sound judgement in a variety of circumstances with or without specific instructions.
- Perform all tasks safely and in accordance with applicable OSHA rules and regulations.

TRAINING, EDUCATION AND EXPERIENCE
Any combination of training and experience which demonstrates possession of and competency in requisite knowledge and abilities would be qualifying. A typical way to obtain the required knowledge and abilities would be:

7-10 years of progressively responsible experience in the areas of heavy equipment maintenance and repair. 3-5 years of supervisory experience. High School Diploma required. Associate or bachelor's degree preferred.

Special Requirements:

- Continued possession of a valid California Driver's License Class C, including on-going insurability to drive ReGen Monterey vehicles.
- As a condition of employment, must acquire and maintain a California Class B Driver's License with air brake, Hazmat, and Tanker endorsement or certification within six months of employment,
- Incumbents are expected to provide their own tools.
- CNG/LNG alternative fuel training preferred.
- Computer diagnostic skills required.

PHYSICAL AND SENSORY REQUIREMENTS:

Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to dust; some exposure to fumes, grease, and oil; often works around moving vehicles and equipment; exposure to electrical current and energy; constant contact with other staff.

Physical Demands

Some sitting, frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use a variety of hand and power equipment, electrical testing equipment used in the mechanical trades; operate a variety of heavy equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information, and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment

Normally work is performed in a mechanical shop environment; moderate exposure to dirt, dust, and outdoor conditions; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print) **Date**

Employee Signature