

Sacramento-Yolo Mosquito & Vector Control District

Shop Supervisor

Nature of Work:

Under general direction of the Manager and the direct supervision of the Assistant Manager, oversees the operation and daily activities of the District vehicle maintenance shop. Maintains, repairs, designs and fabricates a variety of tools and equipment used for mosquito control and surveillance activities.

Illustrative Tasks:

The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.

Supervises and directs the work of shop personnel in the servicing and repairing of a variety of District owned vehicles, heavy and light equipment; responsibilities include the development, maintenance and evaluation of department policies and procedures.

Inspects and diagnoses more complex problems with vehicles and specialized spray equipment as reported by field and/or shop personnel; inspects work in progress and repair activities to assure completion and compliance with standard operating procedures and practices.

Collaborates with department heads on the maintenance, repair, design and fabrication of specialized equipment and tools; performs repairs and fabrication work using techniques and tools associated with plasma and torch cutting and oxy-acetylene and electrical welding.

Maintains service records, fuel and operational materials supply, parts and shop equipment inventory; produces daily and monthly reports such as but not limited to, fuel and mileage usage, records of repairs, service work completed, and parts used; may prepare other related reports for review by management as needed.

Keeps tools, shop equipment, and facilities in an orderly and safe condition; responsible for assuring department compliance with laws, regulations and hazardous materials requirements related to shop operations.

Plans and conducts training or presentations for District field personnel, supervisors, technical staff and other groups on topics such as, but not limited to, proper operation, safety precautions, and care of vehicles and other specialized equipment; assists in the task training of new personnel and mentors District staff, when appropriate.

Assists with preparation and monitoring of annual shop department and fuel budgets; researches and recommends purchasing of vehicle replacements, equipment, and fuel

services, prepares detailed specifications, cost estimates with justification and advertises for bids.

Attends training courses, professional organization meetings, conferences and seminars to maintain skill levels as necessary and required.

May be required to work overtime hours, weekends and holidays.

May be exposed to infectious diseases associated with mosquitoes and other vectors.

Minimum Qualifications

Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.

Education and Experience:

- High School Diploma or equivalent; successful completion of the equivalent to one (1) year of vocational education or training courses in automotive technology or automotive mechanics is preferred; and
- Five (5) years of full-time experience in the general maintenance, servicing, and repair of vehicles and equipment.
- Two (2) or more years of experience in a supervisory capacity is preferred.

Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District insurance carrier; must maintain valid license and insurability throughout employment; must meet all District requirements for Operators of Commercial Vehicles including initial and random drug and/or alcohol testing;
- Possession of an Automotive Service Excellence (ASE) Master Automobile Technician certification (A Series 1-8); or, must be obtained within three (3) years of employment and must be maintained throughout employment in this class;
- Possession of a valid California Department of Public Health Certification in Mosquito Control categories A and B; or, must be obtained within one (1) year of employment and maintained throughout employment.

Knowledge and Abilities:

The following are examples of attributes and competencies which can be gained and demonstrated through experience, education and training, and are necessary to successfully perform the tasks and duties listed within the Illustrative Tasks section of this description.

Knowledge of:

- Domestic and foreign vehicles, materials, tools, and equipment including, but not limited to, maintenance and repair of engines, automatic and manual

transmissions, suspension and steering, brakes, electrical/electronic systems, and heating and air conditioning;

- Chemical safety and handling; calibration and/or repair of small engines, blowers, pumping systems and chemical application equipment such as sprayers and Ultra Low Volume (ULV) foggers and other related items;
- Proper techniques in towing vehicles, boats, trailers, and other equipment;
- Proper use of standard mechanic's hand and power tools, automotive parts and supplies;
- Modern principles of administration and supervision;
- Operation of basic office equipment; computer aided diagnostic programs; basic computer software applications and programs including word processing, databases, spreadsheets, e-mail and internet;
- Basic arithmetic including addition, subtraction, multiplication and division;
- Duties, responsibilities, and Best Management Practices of the Sacramento-Yolo Mosquito and Vector Control District.

Ability to:

- Service, repair and operate District vehicles, specialized equipment, surveillance devices all-terrain vehicles (ATV), forklifts, and other mechanized equipment;
- Troubleshoot and analyze data to develop logical solutions to problems and identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and implement training programs;
- Safely operate District equipment after training and with appropriate supervision; train others on the safe and effective use of equipment by providing clear instruction and guidance;
- Effectively communicate both orally and in writing with the public, government agencies, and coworkers in a tactful and courteous manner;
- Establish and maintain effective working relationships with other employees and the public;
- Read and understand District policies, personnel manual, and other standard operating guidelines.

Physical Demands and Working Conditions:

The position of Shop Supervisor will require work which is varied in nature, including inside a modern vehicle maintenance shop with drive through maintenance bays for vehicles and equipment of all sizes and types, power tools, lifts, and cranes are present, with a full welding and fabrication area onsite, and occasional office or outdoor physical work. Outdoor physical work includes, but is not limited to, occasional field work/visits traversing uneven ground such as fields, dirt banks, stream banks, rice fields, and shallow ponds. Incumbent may be exposed to pesticides, chemicals, oils, lubricants, solvents, and assorted cleaning fluids, communicable diseases, and other health hazards; inclement weather conditions including extreme heat and cold, and/or verbal confrontations from

members of the public. The incumbent may be required to work non-standard work schedule including evenings, weekends, and holidays. Incumbent will be expected to perform overtime or maintain a flexible work schedule during times when mosquitoes are most active.

The Shop Supervisor will need to be able to perform the following essential duties and functions of the position regularly walking, standing, bending at the knees and waist, stooping, and squatting to perform diagnostics and repairs; Ability to occasionally lie in a prone position and climb ladders; regularly reaching and twisting to reach equipment surrounding work space; periodically pushing, pulling or lifting up to fifty (50) pounds; periodically assist in lifting objects in excess of 60 pounds; ability to read (with corrective vision if necessary); constant use of overall vision; regular computer use; occasional color and depth vision; regular repetitive motion associated with machinery operation and computer usage; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regularly manipulate and operate small parts and hand and power tools; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for driving both standard and automatic transmissions, ATV's, boats, forklifts, and other mechanized District equipment.

Periodically = Activity or condition exists less than 25% of the time

Occasionally = Activity or condition exists 25-50% of the time

Regularly = Activity or condition exists 50-75% of the time

Frequently = Activity or condition exists more than 75% of the time

Information Block	
FLSA Status:	Non-Exempt
Established:	
Revised:	2/16/2016
Retitled:	

The District reserves the right to modify, delete, or supplement the duties, qualification, and requirements stated at its sole and absolute discretion.