

**GRADE: 9E**

**POSITION TITLE: SHIFT SUPERVISOR**  
**BUREAU: AUXILIARY SERVICES**  
**DIVISION: FLEET**

**REPORTS TO: SERVICE MANAGER**  
**SUPERVISES: AUTOMOTIVE SHOP PERSONNEL**

**POSITION SUMMARY:** Performs duties to supervise Automotive Shop personnel; assure St. Louis Metropolitan Police Department and City of St. Louis vehicles are properly maintained guaranteeing vehicle safety and cost effectiveness in a minimal amount of time.

**FUNCTIONS OF THE JOB:**

**Essential Functions:**

- 1) Supervise Automotive Shop personnel, to include, training, analyzing and resolving work problems or assisting in solving work problems; assist in the approval of personnel actions such as hiring, promotion and disciplinary measures.
- 2) Maintain and assign employee work schedules; prepare daily man-hour sheets.
- 3) Diagnose and estimate time needed to perform maintenance and/or repair; assign job accordingly.
- 4) Evaluate vehicle maintenance and repair work upon completion; assure compliance with manufacturer standard parameters and specifications.
- 5) Consult with vehicle driver on malfunctions and damages; respond to complaints.
- 6) Correspond with Parts Unit and vendors regarding special parts needed for maintenance and/or repair.
- 7) Maintain Fleet Services repair equipment; inspect, test and repair equipment as needed.
- 8) Remain current on automotive technology.
- 9) Comply with safety rules and regulations; keep work area in a neat and orderly fashion.
- 10) Comply with revisions from time to time after mutual consultation.
- 11) May assume the duties of the Service Manager in his/her absence.
- 12) Regular, punctual attendance is required.

**Marginal Functions:**

- 1) Assist in the automotive repair work as needed.
- 2) Assist the Parts Unit in issuing automotive parts.

**Physical/Visual Activities or Demands:** Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, Walking, Stooping, Reaching, Pushing, Pulling, Grasping, Hearing, Talking.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with the ability to adjust the eye to bring objects into sharp focus and to distinguish colors.
- 3) Employee required to exert 20 to 50 pounds of force occasionally and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force continuously to lift, push, pull or otherwise move objects.

**Environmental/Atmospheric Conditions:** Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Somewhat undesirable working conditions - employee exposed to odor, noise, dust, heat, cold, electrical current, gases, fluids and fumes.

**POSITION QUALIFICATION REQUIREMENTS:**

**Knowledge:**

Two years of Technical College or equivalent with advanced shop mathematics skills and basic

computer skills. Advanced working knowledge of automobile mechanics, repair and technology.

**Experience:**

A minimum of four years experience in automotive repair and rebuild or equivalent, or a minimum of two years as an Automotive Technician. ASE and/or ICAR Certifications are desirable.

**Skills and Abilities:** Skills and abilities that may be representative but not inclusive of those commonly associated with this position:

- 1) Apply common sense understanding to carry out instructions furnished in written or oral form.
- 2) Ability to communicate effectively both written and oral.
- 3) Ability to work independently.
- 4) Ability to work with various levels of employees.
- 6) Ability to diagnose and perform extensive automotive repair and rebuild work.
- 7) Ability to read and interpret automotive mechanic manuals.
- 8) Ability to apply current automotive technology.
- 9) Ability to supervise employees.

**Machines, Tools, Equipment and Work Aids** that may be representative but not all inclusive of those commonly associated with this position:

Various Automotive Tools, Power Tools, Hand Tools, Vehicle Lift, Computer.

**License(s)/Certification(s) Required:**

- 1. Valid Driver's License,
- 2. Missouri State Inspector License,

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s).

<b>Original Evaluation</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>	<b>Revised by</b>
DM - 12/97	MG – 7/98	MG – 03/02	MG – 04/08		