



City of North Charleston Vacancy Notice

Position: ASSISTANT SHOP SUPERINTENDENT
Department: Automotive Shop
Pay Grade: 114 (\$59,847- \$91,339)

GENERAL STATEMENT OF POSITION

Under occasional supervision, supervises and participates in the maintenance and repair of City vehicles and equipment. Performs related work as required. *Full job description attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a vocational/technical diploma in automotive maintenance and repair, supplemented by four to five years of experience in automotive maintenance and repair, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Posted: 07/17/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	ASSISTANT SHOP SUPERINTENDENT		Job Code:	070
Core Comp Group	ADMINISTRATIVE		FLSA:	EXEMPT
Pay Grade:	114			
Effective Date	01/20/2022	Revision A: Risk	M. COLE 01/20/2022	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Automotive Shop		Dept. #	636
Location:	Public Works		EM Status:	
Reports To:	Automotive Shop Superintendent			

Summary Objective

Under occasional supervision, supervises and participates in the maintenance and repair of City vehicles and equipment. Performs related work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Schedules and supervises maintenance mechanics in the maintenance and repair of all City-owned vehicles and equipment, ensuring that all vehicles and equipment are in mechanically safe condition.
- Supervises subordinate mechanics and inmate workers; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; and recommending employee discipline and discharge.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Assists in coordinating and provides staff training.
- Assists in ensuring subordinates' compliance with established policies, procedures, and standards of quality and safety.
- Receives and responds to inquiries and complaints from employees and the public regarding the City's vehicle and equipment fleet and related services.
- Assists in receiving and preparing new vehicles and equipment for City use.
- Supervises and participates in the timely and professional maintenance and repair of City vehicles and equipment, ensuring minimal downtime.
- Assists in supervising workflow and quality control activities.
- Troubleshoots vehicles and equipment for technical problems; provides technical advise and assistance to subordinate mechanics.
- Examines parts for damages and/or excess wear.
- Performs maintenance and repair work as required, including but not limited to overhauling engines, replacing defective components, rebuilding and replacing parts, and performing detailed preventive maintenance.
- Performs field repairs as necessary.
- Modifies City equipment and vehicles as requested; fabricates accessories from metals and other materials.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

- Installs air, hydraulic, PTO, electrical and containment systems.
- Tests vehicles and equipment to ensure operating efficiency and safety.
- Transports equipment and vehicles to specialty shops as necessary.
- Assists in maintaining inventory of necessary automotive / equipment parts and supplies.
- Maintains records on all work performed and prepares required reports; maintains vehicle history records.
- Maintains fuel records.
- Supervises and participates in the maintenance of a clean and orderly shop.
- Remains on call 24 hours per day, seven days per week, for emergency response.
- Receives and reviews various records and reports including vehicle maintenance records and reports, work orders, etc.
- Prepares and/or processes schedules, maintenance and repair records, work orders, incident / accident reports, various other records and reports.
- Refers to policy and procedure manuals, equipment/vehicle specifications, service / maintenance manuals, safety manual, parts catalogs, etc.
- Operates a computer, printer, copier, telephone, two-way radio, pager. Operates all motorized vehicles and equipment, and automotive test equipment as needed.
- Uses clerical and computer supplies, mechanic's tools, automotive repair parts and supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other City employees, subordinates, vendors / sales representatives, outside repair / service persons, and the general public.
- Assists with disaster / storm response and recovery activities.
- Assists with City events and other functions as required.
- Performs general clerical work as required, including but not limited to preparing reports and records, entering and retrieving computer data, copying and filing documents, answering the telephone, attending meetings, etc.
- May be required to work, nights, weekends and holidays to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the Assistant Shop Superintendent.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to help ensure division compliance with all laws and regulations and control the activities of the division through effective supervision.
- Knowledge of the principles of fleet management.
- Knowledge of and ability to supervise an automotive / equipment maintenance and repair staff.
- Knowledge of the standard tools, equipment, materials and practices used in the maintenance and repair of gas- and diesel-fueled vehicles and equipment.
- Skilled in the care and use of required tools and equipment.
- Ability to diagnose and make repairs and adjustments to automobiles and equipment.
- Knowledge of the occupational hazards and safety precautions of the industry.
- Ability to effectively supervise and evaluate the performance of subordinate staff.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to prepare reports and records with accuracy and in a timely manner.
- Knowledge of the terminology used within the department.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.

- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a vocational/technical diploma in automotive maintenance and repair, supplemented by four to five years of experience in automotive maintenance and repair, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight and occasionally heavy weight.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, disease / pathogens, unusual noise levels, traffic hazards, etc.

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each

employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.