



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Operations Supervisor
DEPARTMENT.....: Public Works
DIVISION.....: Fleet Maintenance
CLASSIFICATION/GRADE.....: Operations Supervisor/109
REVISED.....: 08/2011
REPORTS TO.....: Fleet Maintenance Superintendent
REVIEWED.....: 08/2011
WAGES.....: Hourly

SUMMARY:

Incumbent to this position plans, organizes, directs, and participates in the work of personnel engaged in the repair and maintenance of gasoline and diesel powered equipment and vehicles to insure efficient and effective operation. Duties of the position require hands on work and the use of mechanical skills to maintain an active flow of work in the shop by completing repairs of equipment and vehicles when necessary.

BASIC FUNCTIONS:

1. Inspects vehicles according to existing state regulations, reports any abuse or misuse of vehicle or equipment to the appropriate supervisor.
2. Supervises the maintenance and repairs of all vehicles and equipment assigned as well as small engines, mowers, etc.
3. Procures parts necessary for timely repair and servicing of equipment, supervises, trains and instructs personnel actions (staffing, hiring, promotion, etc.)
4. Establishes equipment repair or replacement priorities; reviews methods and procedures for cost effectiveness.
5. Provides technical assistance and advice on difficult or unusual problems.
6. Conducts an active program of safety training and accident prevention.
7. Schedules preventive maintenance based on manufacturer's recommendations and maintains a detailed work performance record on equipment serviced.

OTHER REQUIREMENTS:

1. Thorough knowledge of the standard methods, materials, tool and equipment used in the maintenance and repair of vehicles and equipment.
2. Thorough knowledge of the principles and operating characteristics of gasoline and diesel engines and occupational hazards and necessary safety precautions of the trade.
3. Must have the ability to read time sheets, work orders, and manuals, etc.
4. Must have the ability to plan, schedule and supervise the work of subordinates.
5. Ability to monitor and control parts inventory.
6. Must have the ability to communicate effectively (verbally, written, email, etc) with department heads, supervisors, subordinates and vendors.
7. Must be willing to work extra hours and assist in emergency situations and anything deemed necessary to perform work duties.
8. Must have a valid LA Driver's License.

EDUCATION/EXPERIENCE:

1. High School Diploma or equivalent educational certification plus (5) five years experience in vehicular/equipment repair or equivalent combination of education, training and/or experience may substitute.

CERTIFICATIONS:

1. Inspection Station Mechanic
2. List any certifications