



Career Service Authority
Mechanic Line Supervisor

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GENERAL STATEMENT OF CLASS DUTIES

Supervises the work of mechanics conducting police fleet maintenance for the Denver Police Department.

DISTINGUISHING CHARACTERISTICS

This class supervises the work of mechanics conducting police fleet maintenance for the Denver Police Department. It is distinguished from the Senior Police Fleet Technician which, along with diagnosing, overhaul, repair and maintenance of automotive vehicles and equipment, oversees other technician's work in progress. It also is distinguished from the Fleet Superintendent which performs second level supervisory responsibilities over skilled employees involved in City fleet vehicle maintenance operations.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more employees who do not supervise.

ESSENTIAL DUTIES

Supervises and assists lead mechanics and other mechanics in the proper and timely repair of emergency vehicles.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Evaluates quality, effectiveness, and efficiency of section activities and safety standards.

Resolves problems encountered by employees during the course of the assignment.

Reviews work upon completion for adherence to guidelines and standards.

Makes consistent use of appropriate cost control measures in the repair of police vehicles.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Interviews and selects staff reporting directly to this position and assists with other interviews as required.

Assists in development of departmental budgets.

Performs other related duties as assigned or requested

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Conflict Management - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

Decisiveness - Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.

Financial Management - Prepares, justifies, and/or administers the budget for program area; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

Leadership - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Oral Communication - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Planning and Evaluating - Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Technology Management - Integrates technology into the workplace; develops strategies using new technology to manage and improve program effectiveness; understands the impact of technological changes on the organization.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of equipment and supplies common to the area sufficient to be able to determine the proper equipment is ordered.

Knowledge of mathematics sufficient to be able to perform a variety of computations.

Knowledge of preventative and recurring maintenance and repair programs sufficient to be able to develop and supervise programs to ensure quality maintenance and repair.

Knowledge of safety practices and precautions sufficient to be able to supervise, train and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action handling grievances and discipline for subordinate staff.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Skill in applying the principles of staff development to provide staff training and cross training.

Skill in completing forms and paperwork relative to the work assignment.

Skill in developing and implementing policies and procedures related to the work assignment.

Skill in ensuring effective and efficient completion of the work assignment.

Skill in preparing and maintaining a variety of work records and reports.

Skill in the use of computers for data entry and retrieval.

Physical Demands:

Sitting: Remaining in the normal seated position.

Handling: Seizing, holding, grasping or otherwise working with hand(s).

Fingering: Picking, pinching or otherwise working with fingers.

Talking: Expressing or exchanging ideas by means of spoken words.

Hearing: Perceiving the nature of sounds by the ear.

Repetitive Motions: Making frequent movements with a part of the body.

Eye/Hand/Foot Coordination: Performing work using two or more.

Lifting: Raising or lowering an object more than 50 pounds

Ability to see clearly at 20 inches or less.

Depth Perception: Ability to judge distances and space relationships.

Field of Vision: Ability to see peripherally.

Accommodation: Ability to adjust vision to bring objects into focus.

Color Vision: Ability to distinguish and identify different colors.

Working Environment:

Noise sufficient to cause distraction or possible hearing loss.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED Certificate required.

Experience Requirement:

Two years of leadwork mechanic experience inspecting, diagnosing, and repairing automotive equipment, or three years of mechanic level experience.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Possess of a valid Colorado Class "R" Driver's License at the time of application. Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2006

REVISED BY: Tyrone Abeyta

CLASS HISTORY This class has been reviewed as a result of a maintenance study. The spec has been put into the new class spec format.