



Career Service Authority

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Turf Equipment Mechanic Supervisor

GENERAL STATEMENT OF CLASS DUTIES

Performs supervisory duties over Turf Equipment Mechanics engaged in the maintenance and repair of grounds maintenance machinery and equipment.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Turf Equipment Mechanic, which has no supervisory responsibility; and, is distinguished from the Operational Supervisor II, which has second level supervisory responsibility.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

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

Level of Supervision Exercised:

Supervises two or more Turf Equipment Mechanics and staff who do not supervise.

ESSENTIAL DUTIES

Supervises the activities of skilled mechanics involved in the inspection, diagnosis, repair, and overhaul of turf equipment.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops the performance enhancement plan, documents performance, provides performance feedback, formally evaluates the work of the employee, and provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Encourages and guides others toward departmental plans and goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Schedules and prioritizes equipment in need of repair.

Develops recommendations for the establishment and implementation of a preventive maintenance program for grounds maintenance machinery and equipment.

Establishes and maintains a record-keeping system including the nature and cost of repairs and maintenance performed.

Orders materials and replacement parts.

Implements safety standards and develops procedures to ensure compliance.

Performs other related duties as assigned or requested.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Leadership - Inspires, motivates and guides others toward goals; coaches, mentors and 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.

Human Resources Management - Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

Managing a Diverse Workforce - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Planning and Evaluating - Establishes objectives and strategies, identifies required resources, and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that policies are being implemented and adjusted as necessary to accomplish the organization's mission.

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

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

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

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

Financial Management - Recommends, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of an assigned area(s).

Decisiveness - Makes sound and well-informed decisions; perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Problem-Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

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.

Self Direction - Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

Team Building - Manages group processes; encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Internal Controls/Integrity - Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.

Physical Demands:

Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Lifting: raising or lowering an object from one level to another.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Crawling: moving about on hands and knees or hands and feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
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.
Lifting: Raising or lowering an object 25-50 pounds.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance 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:

Extreme Cold: temperature cold enough to cause marked bodily discomfort.
Extreme Heat: temperature hot enough to cause marked bodily discomfort.
Temperature Changes: variations in temperature from hot to cold.
Wet: frequent contact with water or other liquid.
Humid: conditions with high moisture content to cause bodily reactions.
Noise: sufficient noise to cause distraction or possible hearing loss.
Vibrations: strain on the body to cause bodily harm if endured daily.
Hazards: conditions where there is danger to life, body, and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Exposed to hazards from electro/mechanical/power equipment
Exposed to toxic chemicals
Pressure due to multiple calls and inquiries
Subject to burns and cuts
Subject to hazards of flammable, explosive gases
Subject to varying and unpredictable situations

Education Requirement:

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

Experience Requirement:

Three years of experience in the repair and maintenance of turf maintenance machinery and equipment which must have included overhauling and rebuilding gasoline and diesel engines, mowers, compressors, and tractors.

Education/Experience Equivalency:

Additional appropriate education may be substituted for two years of the minimum experience requirement.

Licensure and/or Certification:

Possession of a valid driver's license at the time of application; and possession of a valid Colorado Class "R" Driver's License prior to the end of the probationary period.

Completion of the Career Service Authority's supervisory training courses prior to the completion of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Monika MacRossie

REVISED DATE: 07/12/2009

REVISED BY: John Hoffman

CLASS HISTORY This class was revised, updated, and placed into the new class specification format.