

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6242 **TITLE:** MOTOR MECHANIC SUPERVISOR **GRADE:** S-21

DEFINITION:

Under general supervision, supervises a major segment of the County motor vehicle/equipment repair and maintenance program; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

None.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Plans, directs and coordinates the maintenance and repair of automotive, construction and industrial equipment;

Assigns and inspects work in progress and upon completion;

Provides technical guidance and assistance in diagnosing malfunctions, repairing and replacing parts and assemblies, selecting parts and materials, and operating tools and equipment;

Instructs mechanics in difficult repair work and may test drive to confirm diagnosis;

Assists in the selection and placement of personnel;

Evaluates the work performance of subordinates;

Prepares work schedules;

Inspects shop equipment for safety and performance;

Makes cost estimates;

Orders parts, tools, supplies and equipment;

Inspects new vehicles and equipment for conformance to procurement specifications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Thorough knowledge of the tools, equipment and methods used in the mechanical repair of a wide variety of automotive, construction and industrial equipment;

Skill in performing difficult mechanical repairs;

Ability to plan, organize and supervise a work program of equipment maintenance and repair;

Ability to establish and maintain a parts inventory system.

EMPLOYMENT STANDARDS:

High School diploma or G.E.D. issued by a state department of education;

PLUS two years of experience in an equipment maintenance/repair shop

PLUS one year of experience at the supervisory level OR completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades.

CERTIFICATES AND LICENSES REQUIRED:

Must hold a Commercial Driver's License in the state of residence or be able to obtain same at the time of license expiration;

May be required to provide copies of driving record periodically for verification of driving status.

ES REVISED: November 1, 2011

RETITLED: November 19, 2009

REVISED: May 21, 1992