NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION

ASSISTANT AUTOMOTIVE SUPERINTENDENT

VEHICLE AND EQUIPMENT SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for assisting with the supervision, maintenance and repair operations of the light or heavy vehicle repair shop. Reports to an Operations Superintendent.

ESSENTIAL JOB FUNCTIONS

Assists the Operations Superintendent with the effective supervision and administration of the light or heavy vehicle repair shop including purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Assists the Superintendent with selection of outside vendors.

Perform master level automotive, truck, and heavy equipment mechanic work as required; test drives vehicles and equipment to ensure proper operation and performance; handles drive up customers and monitors the radio. Performs quality control to ensure repairs and work is done correctly; inspects work of employee while in progress. Prepares reports, work orders and documentation as required. Assists with recycling, outfitting new vehicles with necessary equipment, and removing old vehicles.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Automotive Maintenance –Thorough knowledge of the methods, tools, and equipment used in the repair of light and heavy vehicles, specialized equipment and small engines to include procedures for diagnosing malfunctions and performing technical repairs as well as the operation and maintenance of assigned vehicles or equipment.
- Supervision – Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Customer Service – Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

- Safety - Thorough knowledge of occupational hazards, safety precautions, and safety regulations related to the operation and repair of vehicles and equipment.

REQUIRED SKILLS

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluation complex situations and then to research information to identify the strengths and weakness of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and courteous relationships with employees, managers, representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Computer Skills – Utilizes a personal computer with basic applications.

REQUIRED ABILITIES

- Engine Repair – Utilizes a variety of shop tools and equipment including scan tools, diagnostic equipment, and track type equipment to perform difficult to complex repair work of vehicles and equipment.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports and work orders. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 3-5 years of experience as a Master Automotive Technician with 1–2 years of lead or supervisory experience, or an equivalent combination of education and experience. An Associate's Degree in Automotive Technology is preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check; a valid commercial driver's license with an acceptable driving record; a valid Virginia State Inspector License.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

Master Automotive Service Excellence (ASE) Certification in Automotive or Medium/Heavy Truck is required and must be maintained.

Must provide and maintain a full set of hand tools and locking toolbox.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, hazardous materials, toxic agents, machinery, heavy equipment, vibrations, or traffic hazards.