

Sul Ross State University
Position Description

Official Title: Vehicle Maintenance Supervisor

Salary Group: 10

Job Code: 6540

Summary

Function: Supervise and perform master level work involving engine overhaul, troubleshooting, maintenance, record keeping, service and repair work on vehicles. Perform arc and gas welding.

Scope: Service and repair all University vehicles and Equipment.

Duties

Essential: Plans and schedules preventive maintenance on vehicles and equipment; enter data of maintenance as required on software program; assist with the university's vehicle rental program; provide good customer service to the university community; perform service and repair on all university vehicles including automobiles, trucks, heavy equipment, small engines, and perform other related tasks as assigned; provide leadership and guidance to one or more skilled helpers; safely operate automotive related power equipment; troubleshoot and run diagnostics equipment; maintain records of vehicle service dates and repairs; identify malfunctioning or inoperative equipment, recommends disposition of all university vehicles and related equipment; maintain records of fuel and lubricant consumption of all service vehicles. Other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Reports to General Services Superintendent.

Given: Supervises mechanics and other workers as assigned.

Education

Required: High school graduate or equivalent or vocational school.

Preferred: Vocational training related to automotive repairs and maintenance.

Experience

Required: Minimum of three years experience in automotive and general equipment repair; knowledge and ability to supervise and operate modern automotive shop in a professional manner; considerable knowledge of tools, equipment, materials, safety methods and practices of the mechanical maintenance trade; should be able to supervise other employees and get along well with people.

Preferred: Retrofit and compliance regarding alternative fuels and other efficiency programs.

Equipment/Skills

Required: Computer knowledge of Microsoft Excel; Microsoft Word (subject to test), and standard office machines; diagnostics abilities; ability to work effectively with an understanding of organizational policies and activities.

Working Conditions

Usual: University wide; position is Security Sensitive. After hours and weekend "on call" availability required. Current driver's license and driving record acceptable to the university must be maintained as a condition of employment.

Special: May require outdoor work on service calls, welding and operation of equipment.

Any qualifications to be considered in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: June, 2002