



City of Irving Job Description

Shop Crew Leader

FLSA Status:	Non-Exempt	Job Department:	Fleet
Job Code:	V062	Reports To (Job Title):	Assistant Fleet Services Manager

PURPOSE

This position performs skilled mechanical tasks involved in the maintenance & repair of specialized City vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Inspect, diagnose and locate mechanical difficulties on City vehicles and equipment.
- Verify complaints related to malfunctioning equipment.
- Work with department staff to diagnose and repair equipment.
- Manage contracts with outside vendors.
- Order parts, paint materials, and supplies.
- Provide information used to write estimates, work orders, and requisitions.
- Perform body work and restoration to the interior and exterior of vehicles.
- Repair or replace drive lines, electrical systems, brake systems, radiators, motors, and air conditioning compressors.
- Conduct state vehicle inspections.
- Rebuild, overhaul, and tune up engines.
- Act as the lead technician to fleet mechanics
- As is mandatory for this position, take all Irving University supervisory classes yearly, which should include yearly refreshers.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Use proper safety precautions related to all work performed.
- Maintain cleanliness of work area.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 to 10 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a high school diploma or GED.

EXPERIENCE

- Minimum of five (5) years of experience in the automotive technology field, which must include hands-on diagnosis and repair, with two (2) years of lead or supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- Class B Commercial Driver's License (CDL) within six (6) months of hire.
- Must have all eight (8) ASE certifications for light (A1-A8, Master Certification) *and/or* six (6) for heavy (T2-T7, Master Certification) within six (6) months.
- State Motor Vehicle Safety and Emissions Inspector License.
- EPA/IMACA Refrigerant License.
- Emergency Vehicle Technician (EVT) certifications would be beneficial.

KNOWLEDGE OF

- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.

- **Direction and Instructional Comprehension:** Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Speech Recognition:** Identifying and understanding the speech of another person.
- **Written and Oral Expression:** Communicating information & ideas in writing, as well as through speech, so others will understand. This includes completing reports according to pre-set formats.
- **Problem Analysis:** Identifying and defining problems, collect data, establish facts, and draw valid conclusions.
- **Self-Management:** Working independently and without supervision.

GUIDANCE RECEIVED

General Instructions and Established Precedent/Procedures

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

CONTACTS

Various outside vendors and internal customers.

EQUIPMENT AND PROPERTY

This employee drives a city vehicle on a daily basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee frequently is required to balance, carry, climb, drive a vehicle, grasp, handle, feel, push, pull, reach, see, stand, talk, and/or walk. Occasionally, s/he is required to lift up to 50 pounds and/or sit, and rarely is required to run and/or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.