

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
MOTOR EQUIPMENT SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise the activities of the State Vehicle Maintenance Facility to oversee the preparation, inspection, dispatch, maintenance, repair, and disposal of motorized transportation equipment.

Position Code Title - Motor Equipment Supervisor-1

Motor Equipment Supervisor 12

The employee serves as a supervisor of fleet maintenance, with responsibility for vehicle repair, tracking, and preparation, oversight of relationships with private vendors, and supervision of maintenance staff.

Position Code Title - Motor Equipment Supervisor-2

Motor Equipment Supervisor 13

The employee serves as the supervisor of overall state garage operations, garage staff, vehicle maintenance and repair, vehicle tracking, vehicle inspection and preparation, parts/tool inventory, vehicle disposal, relationships with private vendors, and working with facilities to maintain facility infrastructure.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Performs any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

Additional Job Duties

Motor Equipment Supervisor 12

Serves as backup to the Motor Equipment Supervisor 13 to supervise the general maintenance and upkeep of the State Vehicle Maintenance Facility.

Supervises vehicle repairs in the State Vehicle Maintenance Facility.

Supervises repair and preparation of all used and redeployed vehicles at the State Vehicle Maintenance Facility, and other outside repair facilities.

Coordinates vehicle maintenance and oversees repair requests.

Resolves problems and customer issues associated with vehicle repairs and repair shops.

Coordinates all department add-on equipment requests; arranges for vendor install, payment, and billback.

Supervises garage mechanic staff productivity and creates metrics for monitoring productivity.

Resolves outstanding issues with outside repair shops.

Works with vehicle manufacturers to ensure diagnostic equipment is operational and up to date.

Ensures all staff adhere to safety policies.

Motor Equipment Supervisor 13

Directs all aspects of the repair, maintenance, and assignment of a fleet of motorized vehicles for agency use, temporary replacement, and short-term loan.

Directs the maintenance and control of an automotive parts inventory and disbursement.

Requisitions industrial tools, equipment, supplies, replacement parts, and other materials for the State Vehicle Maintenance Facility.

Determines appropriate vehicle specifications to effectively meet user needs and write the specifications for vehicle ordering.

Assists in the fabrication of vehicle modifications when specialization is necessary and not available from an outside vendor.

Directs the inspection of new light, heavy, and special equipment vehicles for compliance with specifications.

Estimates cost of salvage value on damaged vehicles, cost of repairs, and potential resale value.

Oversees the disposal of surplus vehicles and equipment.

Directs the general maintenance and upkeep of mechanical equipment, building, and grounds.

Analyzes overall garage(s) productivity, recommends service mix, and implements efficiency programs.

Maintains records, prepares reports, and composes correspondence relative to the work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of the construction and repair of motorized equipment.

Knowledge of the use of various hand and power tools, measuring devices, and testing equipment.

Knowledge of occupational hazards and safety precautions applicable to the work.

Knowledge of the purchase of parts and supplies.

Knowledge of employee policies and procedures.

Knowledge of labor relations and applicable union contracts.

Knowledge of equal employment opportunity policies and procedures

Ability to plan and direct the work of skilled repairers, machinists, painters, and helpers.

Ability to diagnose motor vehicle troubles.
Ability to read motorized equipment blueprints, diagrams, and reference manuals.
Ability to instruct and supervise employees.
Ability to manage a complex garage operation on an efficient basis.
Ability to maintain records and prepare reports.
Ability to communicate effectively.

Working Conditions

Some jobs require an employee to work outdoors.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to be exposed to hazardous work environments.

Physical Requirements

The job duties require an employee to lift and/or move heavy objects.

Education

Education typically acquired through completion of high school.

Experience

Motor Equipment Supervisor 12

Six years of experience as an automotive mechanic, including two years equivalent to an Automotive Mechanic E9, or one year equivalent to an Automotive Mechanic 10.

Motor Equipment Supervisor 13

Seven years of experience as an automotive mechanic, including three years equivalent to an Automotive Mechanic E9 or two years equivalent to an Automotive Mechanic 10; or, one year equivalent to a Motor Equipment Supervisor 12.

Special Requirements, Licenses, and Certifications

See individual position descriptions.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

MOTEQPSPV

Job Code Description

MOTOR EQUIPMENT SUPERVISOR

Position Title

Motor Equipment Supervisor-1

Motor Equipment Supervisor-2

Position Code

MOTQSPV1

MOTQSPV2

Pay Schedule

NERE-072

NERE-074