

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

MOTOR EQUIPMENT SUPERVISOR

JOB DESCRIPTION

Employees in this job direct the activities of the State Motor Pool Garage. The employees are responsible for overseeing the preparation, inspection, dispatch, maintenance, repair, and disposal of motorized transportation equipment in the State Motor Pool Garage.

There are two classifications in this job.

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, vehicle tracking, vehicle 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 fleet operations, including the state garage, vehicle maintenance and repair, motor pool operations, vehicle tracking, vehicle inspection and preparation, parts inventory, vehicle disposal, and vehicle dispatch.

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/or the reviewing of work techniques and through lower-level supervisors.

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

Ensures proper labor relations and conditions of employment are maintained.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

Additional Job Duties

Motor Equipment Supervisor 12

Supervises vehicle repairs in the State Motor Pool Garage.

Supervises repair and preparation of all used and redeployed vehicles at the State Motor Pool Garage, and other outside repair facilities.

Coordinates vehicle maintenance with the state's fleet management vendor.

Oversees repair requests and work performed by outside garages on fleet equipment.

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 the general maintenance and upkeep of the State Motor Pool Garage.

Supervises garage staff productivity and creates metrics for monitoring productivity.

Resolves outstanding issues with outside repair shops.

### Motor Equipment Supervisor 13

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

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

Directs the preparation and flow of vehicles for assignment to agencies and the return processes.

Requisitions industrial tools, equipment, supplies, replacement parts, and other materials for the State Motor Pool Garage.

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 disposition 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

Thorough knowledge of the construction and repair of motorized equipment.

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

Thorough knowledge of occupational hazards and safety measures.

Considerable knowledge of the purchase of parts and supplies.

Considerable knowledge of employee 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 manuals.

Ability to supervise trained mechanics.

Ability to manage a complex garage operation on an efficient basis.

Ability to supervise the keeping of accounts and records.

Ability to communicate effectively with others and maintain a working relationship with employees and the public.

### Working Conditions

Some jobs require an employee to work outdoors as well as in a garage or office.

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

*None*

**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

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