

GENERAL DEFINITION OF WORK:

Performs difficult skilled and responsible administrative work supervising and participating in the maintenance, repair and overhaul of a variety of gasoline and diesel driven automotive and specialized equipment; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate division personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, scheduling and supervising the work of employees engaged in the repair and maintenance of automobiles, trucks, tractors, construction and other equipment; preparing and maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; plans and directs work load; establishes work load capability; prepares work orders; distributes work load to mechanics; makes decisions involving safety of the operators and passengers in the vehicles; trains mechanic in proper techniques and use of specialized tools and test equipment.
- Performs major vehicle repair; repairs and rebuilds vehicle components; performs major tune-ups; inspects, troubleshoots, and repairs malfunctions in equipment and vehicles; conducts various vehicle inspections; assists with and oversees preventive maintenance programs.
- Prepares repair estimates for accident damage and repair approval.
- Supervises and performs quality control inspections on vehicles to assure standards have been met.
- Coordinates with Parts Manager/Service Writer on warranty repairs, special order parts and tools.
- Reviews all work orders; ensures correct parts and labor are charged.
- Assigns and makes road calls; assures vehicles are ready to respond to road calls when needed.
- Maintains required records and logs on vehicles.
- Schedules warranty work to be completed.
- Assumes duties of the Fleet Maintenance Superintendent when required.
- Assists with snow removal and ice control.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment; comprehensive knowledge of the hazards and safety precautions of shop operation; comprehensive knowledge of the principles of operation of gasoline and diesel engines and/or of the repair and maintenance characteristics of a variety of municipal automotive equipment; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by completion of courses in heavy and light equipment maintenance and extensive experience in the maintenance and repair of automotive equipment including some supervisory experience.

PHYSICAL REQUIREMENTS:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects, and some very heavy work requiring exertion in excess of 100 pounds occasionally, in excess of 50 pounds of force frequently, and in excess of 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of state inspector, air conditioning recovery and recycling certifications.

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

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date _____	Name _____
	Signature _____
Date _____	Supervisor _____
	Signature _____

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