

# **LINN COUNTY CLASSIFICATION**

**TITLE: SHOP SUPERVISOR**  
**NUMBER: 248**  
**PAY RANGE: 19**  
**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**  
**NUMBER: 2001-479**  
**DATE: July 31, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plans, organizes and supervises the County Road Shop and participates in the maintenance, repair and overhauling of shop and automotive equipment and machinery used by Linn County and other contracted agencies.

SUPERVISION RECEIVED: Receives general direction from the Roadmaster.

SUPERVISION EXERCISED: Exercises direct supervision over assigned maintenance and repair personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, prioritize, assign, supervise and review the work of mechanics and lube personnel; troubleshoot, supervise and inspect the repair of Road Department and other contracted agencies' equipment which may include transit buses.
2. Receive and coordinate repair requests for equipment from Division Supervisors and other contracted agencies. Prepare work orders and purchase most heavy equipment. Assign other material needed and work required.
3. Keep records (as required by each contracted agency) on job costs, employee labor, parts and materials used on all work orders.
4. Lay out, sketch special fabrications and supervise modification of construction, maintenance equipment, and other special projects.
5. Enforce shop safety policy and the proper use and care of equipment.
6. Ensure the proper maintenance and upkeep of road maintenance shop facilities, as well as all equipment assigned to the district.
7. Prepare specifications and make recommendations on the acquisition of new Road Department equipment; assist other agencies as required in preparing specifications or acquiring equipment.
8. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.

10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of principles, practices, materials and methods used in the repair and maintenance of automotive and construction equipment; equipment, tools and materials used in skilled mechanical trades; principles and practices of shop and safety management; principles of supervision, training and performance evaluation.

Skill and ability to organize, implement, supervise and participate in the maintenance and repair of automotive and construction equipment; interpret and explain pertinent County and Road Department policies and procedures, and follow complex oral and written instructions; work from sketches or blueprints; establish and maintain effective working relationships with those contracted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school, supplemented by training in mechanics and five years of automotive and construction equipment maintenance and repair including two years of lead or supervisory responsibility; or any equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid CDL motor vehicle operator's license and a CDL endorsement for heavy trucks and buses plus an acceptable driving record.

DESIRABLE QUALIFICATIONS: Possession of an ASE certification or the ability to obtain one.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed in a shop environment and requires the ability to see, talk, hear, sit, stand, walk, bend and climb; the necessary dexterity to use hand tools and other equipment to repair and maintain automotive equipment and machinery. The ability to lift or move fifty (50) pounds is also required. Incumbents may be exposed to gasoline and diesel fumes and other irritants.