UNIVERSITY OF SOUTHERN CALIFORNIA

Maintenance Mechanic Supervisor

Job Code: 179663

Grade: J
OT Eligible: No
Comp Approval: 6/3/2002

JOB SUMMARY:
Supervises the daily work of staff assigned to the vehicle maintenance section of Transportation Services. Participates in strategic planning for a section of Transportation Services. Performs maintenance and repair services on gasoline and diesel powered vehicles. Examines vehicles, diagnoses the source of trouble, and determines extent of repairs required. Plans and schedules preventative maintenance and inspections. Oversees development and maintenance of computerized and manual maintenance records.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

____ ____ Supervises the daily work of staff assigned to the vehicle maintenance section of Transportation Services. Communicates unit priorities. Assigns and schedules work based on assessment of work volume and deadlines. Provides input for performance appraisals. Counsels or disciplines as needed.

____ ____ Monitors and reviews work for accuracy and timeliness. Identifies and corrects errors. Provides technical guidance and assists in problem resolution. Makes decisions within established authority levels. Ensures adherence to internal operating policies and procedures and external guidelines and regulations.

____ ____ Trains staff in operating procedures. Ensures procedures and policies are documented and updated as changes occur. Communicates changes to staff.

____ ____ Oversees maintenance of computerized and manual maintenance records on a regular basis. Ensures adequate and consistent procedures and methods for information tracking and retrieval. Determines information needs and develops reporting formats.

____ ____ Participates in strategic planning for section. Provides input and assists in developing goals and objectives. Participates in planning and implementing section programs, projects and activities.

____ ____ Plans and schedules preventative maintenance services and inspections.

____ ____ Plans work procedures, using charts, technical manuals, and experience.

____ ____ Performs maintenance and repair services on gasoline and diesel powered vehicles. Repairs, rebuilds, or overhauls major assemblies of gasoline and diesel powered vehicles. Performs repairs on drive trains, suspension and steering systems, electrical/electronic systems, heating and air conditioning systems. Repairs may include grinding and adjusting values; rebuilding carburetors; overhauling or replacing blowers, generators, distributors, starters, and pumps; and repairing fuel injection, lighting, and ignition systems. Replaces worn or broken parts such as piston rings, bearings, or other engine parts. Replaces and adjusts headlights, and installs and repairs accessories, such as radios, heaters, mirrors, and windshield wipers. Performs performance testing and repairs.
_______ _____ Examines gasoline and diesel powered vehicles and diagnoses the source of trouble. Determines nature and extent of damage or malfunction and repairs required.

_______ _____ Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, training, etc.

_______ _____ Maintains currency with, understands and ensures compliance with all University and section policies and procedures and with all applicable local, state, and federal laws and regulations.

_E___ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

**Essential:**

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

**Minimum Education:**

Associate's Degree

Specialized/Technical Training

**Minimum Experience:**

7 Years

**Minimum Field of Expertise:**

Associate Degree in Automotive Technology or completion of a two-year college level trade school. Supervisory experience in directly related field. Journeyman level automotive technician. Experience on automotive and medium/heavy trucks. Possesses ASE Certifications in the following areas: Engine Repair, Automatic Transmission/Transaxle, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Repair, Diesel and Gas, Suspension and Steering, Brakes, Engine Performance, Preventive Maintenance Inspection (PMI), and Drive Train. Extensive training and experience may be substitute for the ASE Certifications, if certifications are obtained in a reasonable time.

**Preferred Field of Expertise:**

Extensive verifiable experience reconditioning vehicles. Basic computing skills including use of spreadsheets. Experience in performing vehicle safety inspections in accordance with federal and state guidelines.

**Skills:** Other:
Analysis
Assessment/evaluation
Communication -- written and oral skills
Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Supervisory Skills
Teaching/Training

Skills: Machine:
  Computer Network (Department or School)
  Computer Network (University)
  Personal Computer

Supervises: Level:
  Supervises employees and student workers

Supervises: Nature of Work:
  Administrative
  Service/Maintenance

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: ____________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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