



## Job Description

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<b>TITLE:</b> Shop Manager	<b>JOB CODE:</b> 2720
<b>DEPARTMENT:</b> Fire Department	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> YES	

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**Summary:** Under limited supervision, organizes and manages the operations and staff of the fire maintenance shop; diagnoses operating problems and determines appropriate methods of repair; plans projects, sets priorities and prioritizes repairs; assigns and schedules staff; oversees work to ensure cost effective and safe methods and procedures.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages assigned staff; prioritizes and assigns tasks and projects; assists in hiring new employees; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments.
- Assists in developing the annual budget; prepares special and recurring reports, grants, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Plans, assigns and supervises repairs, service and preventive maintenance performed by mechanics and service personnel; diagnoses vehicle and equipment failures and breakdowns;
- Monitors and reviews service trends and recommends operational and policy improvements.
- Makes recommendations on developing programs to improve work methodology, finding solutions to problems, and the implementation of those programs and solutions.
- Assigns and supervises a full range of repairs including air conditioning, electrical, fuel, brake, emission, suspension and hydraulic systems and engine overhaul; oversees the repair of small engines, pumps and related fire equipment.
- Inspects the work of shop personnel to ensure proper procedures and parts were followed and installed.
- Plans subordinate work, assures quality, provides necessary tools and equipment; monitors production, safety, and effective standards.
- Maintain records and files, reviews purchase orders, monitors spending; and approves outside repair work.
- Maintains inventory records, maintains vehicle service records, confers with sales representatives and writes specifications.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the principles, practices and techniques of fire engines and equipment repairs and maintenance.
- Knowledge of gas and diesel engines, and mechanical, pumping and electrical systems.

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- Knowledge of all types of heavy equipment and trucks used in fire fighting.
- Knowledge of vehicle and equipment testing and diagnostic equipment.
- Knowledge of management principles, practices and methods.
- Knowledge of federal, state and county safety rules and regulations.
- Knowledge of County policies and procedures.
- Skill in effectively diagnosing and troubleshooting complex maintenance and repairs on vehicles and equipment.
- Skill in planning, assigning and evaluating the work of others.
- Skill in reading and interpreting mechanical drawings and diagrams.
- Skill in maintaining accurate records of work projects and supply usage and in developing comprehensive proposals for new vehicle or equipment purchases.
- Skill in estimating, scheduling and procuring materials for repair projects.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in operating various fire vehicles and equipment.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in the use of a personal computer and standard business software.

**Education and Experience**

- High School diploma or GED equivalent and five (5) years experience in all phases of maintenance and repair of light and heavy duty equipment and vehicles, especially gasoline and diesel engines.
- ASE Certification.
- Valid State of New Mexico Driver's license, CDL, Class B.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in the shop and in an outdoor environment; may be required to lift and carry items more than 50 pounds. May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____