CIVIL SERVICE JOB ANNOUNCEMENT

7098 Garage Supervisor 12/13/21
(Entry-Level and Promotional)
(Second Shift)
Drug testing may be required

ENTRY-LEVEL SALARY: $ 52,604 annually
PAY GRADE RANGE: $ 52,604 - $ 80,115 annually (Pay Grade 9)
Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Tuesday, December 28th, 2021.
- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS
Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Requires High School Diploma or GED equivalent.
- A minimum of five (5) years of supervisory or leadership experience in a work environment.
- A minimum of ten (10) years of work experience in an automobile/equipment repair shop or public works environment.
- Possession of Commercial Driver’s License within 6 months of hire – type of CDL determined by Shop assignment.
- Possession of (or ability to obtain) a tow motor trainer’s license or certificate.
- Must obtain ASE Master Technician certification in either Medium – Heavy Truck or Automobile test series, depending on shop assignment, within the probationary period.
- Must be available to work second shift.

PREFERRED QUALIFICATIONS
The hiring authority may give preference to candidates that have completed automotive repair studies at an accredited trade school.

EXAMINATION:
The selection procedure will consist of a Written Exam (40% of final score) and a Training and Experience Questionnaire (60% of final score). Subjects on the written exam include: Methods for Vehicle/Equipment Repair; Tools Used in Servicing Vehicles/Equipment; Engine Theory; Safety Measures; and Identifying Defective Parts.

Note: Background checks will be conducted.
AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

City of Knoxville

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<tr>
<th>Class Title:</th>
<th>Working Title:</th>
<th>PCN:</th>
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<td>Garage Supervisor</td>
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Pay Grade: 9
Incumbent: vacant
Created: 04/17/2008
Updated: 11/16/2021

GENERAL DESCRIPTION
This is a working supervisor responsible for planning, scheduling, and supervising the daily Light, Heavy or Fire Shop operations at the City Garage under the City’s Fleet Services Division.

SAFETY SENSITIVE
This position is designated as Safety Sensitive

ESSENTIAL FUNCTIONS
Supervises and assigns duties to employees.
Follows workflow in the shop.
Ensures employees perform work in a correct and efficient manner.
Assists in development of performance measures for group and individual performance; monitors and evaluates employee performance.
Counsels with and corrects employees as needed.
Trains employees; conducts safety training programs and enforces safety regulations.
Directs the repair and maintenance of fleet assets; oversees work in progress and re-inspects upon completion.
Checks for compliance of acceptable work practices and procedures.
Monitors work performed by comparison of time used against acceptable standards.
Inspects and diagnoses maintenance and repair related problems.
Maintains and repairs vehicles and/or heavy equipment.
Reviews and approves job sheet on each vehicle being repaired.
Distributes work assignments.
Attends training seminars as needed.
Performs related work as required.

MARGINAL FUNCTIONS
Coordinates and facilitates communication between users and the Fleet Services Division.
Performs routine administrative duties; oversees garage administration functions, such as information systems, customer service, filing, telephone response, and correspondence.
Assists in development and monitoring of garage budgets and expenses.
Under direction, develops applicable policies and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES
Thorough knowledge of the techniques and methods used in the repair and maintenance of light, heavy vehicles and fire equipment.
Thorough knowledge of the tools and equipment used in the servicing of light, heavy vehicles and fire equipment.
Thorough knowledge of the theory, operation, and maintenance of internal combustion engines, transmissions, and related systems.
Thorough knowledge of parts and supplies used in the maintenance and repair of grounds equipment and vehicles.
Knowledge of OSHA laws, occupational hazards, and preventive safety measures.
Knowledge of effective supervisory techniques.
Knowledge of the Civil Service and department rules, policies, and procedures.
Knowledge of vehicle maintenance information systems.
Knowledge in managing budgets.
Working knowledge of purchasing policies and procedures.
Ability to analyze data received from fleet information systems.
Ability to estimate the time and cost for making various repairs.
Ability to identify defective parts and equipment.
Ability to keep records and write reports.
Ability to explain repair procedures.
Ability to evaluate the work of mechanics.
Ability to supervise and train employees.
Ability to coordinate user needs and to communicate with users.
Ability to establish and maintain effective working relationships.
Skill in the use of computer equipment and general office equipment used in the performance of required duties.

PHYSICAL REQUIREMENTS
This position consists of light and medium/heavy work, requiring the incumbent to exert up to 100 pounds of force occasionally, and/or 50 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Human Resource office for review upon request.

MENTAL REQUIREMENTS
Uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Human Resource office for review upon request.

MINIMUM REQUIREMENTS
Requires High School Diploma or GED equivalent.
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