

Position Description

Area Shop Supervisor rev. 05/10

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency #

PART I - Position Information

1. Agency Name KS Dept. of Transportation	9. Position Number 05-01-00-804/K0226056	10. Budget Program Number 7110
2. Employee Name (leave blank if position vacant)		11. Present Civil Service Title / FLSA code (if existing position) Equipment Mechanic Specialist / Unclassified
3. Division Field Operations	12. Proposed Civil Service Title	
4. Section District 5	For use by Personnel Office	
5. Unit Maintenance – Pratt Area Shop	13. (a) Allocation	(b) FLSA code
6. Location (address where employee works) City Pratt County : Pratt	14. Effective Date	
7. (Check appropriate items) Full time <input checked="" type="checkbox"/> Regular Part time <input type="checkbox"/> Temp <input checked="" type="checkbox"/> 100%	15. By <input type="checkbox"/> Approved	
	16. Audit Date: <input type="checkbox"/> By: <input type="checkbox"/> Date: <input type="checkbox"/> By: <input type="checkbox"/>	
8. Regular hours work: (check appropriate time) FROM: 8:00AM TO: 4:30 PM	17. Position Review Date: <input type="checkbox"/> By: <input type="checkbox"/> Date: <input type="checkbox"/> By: <input type="checkbox"/>	

Position

PART II -- Organizational Information

18. (a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) (b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

(a) This position supervises and performs highly skilled mechanical repairs on heavy and complex equipment. Supervise mechanics in the repair and maintenance of area equipment. Responsible for managing all aspects of the Area shop, including scheduling, prioritizing, and advising subarea maintenance shops on required repairs. Responsible for procurement process of parts purchased for repairs in accordance with State Statutes, Regulations, and KDOT requirements.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

Name	Civil Service Title	KDOT/SHARP Position Number
Leisa Mauch	Highway Maintenance Superintendent	05-01-00-801 / K0224770

20. a) How much latitude is allowed the employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail work assignments are made.

- a) This position has a wide range of latitude within the scope of general assignments.
- b) Employee must rely on mechanical expertise, technical training and service manuals.
- c) Work sequence is established by the employee.

- (d) Check the statement which best describes the results of error in action or decision of the employee:
- Minimal property damage, minor injury and/or minor disruption of the flow of work.
 - Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
 - Major program failure, major property loss and/or serious injury.
 - Loss of life and/or disruption of operations of a major agency.

Give examples:

Duties require a high level of responsibility. The improper or incomplete repair of equipment, such as, brake failures or other major failures could result in catastrophic events. This could involve major property loss and serious injuries to employees and the traveling public.

21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties:
What is the action being done (use an action verb)? To **whom** or **what** is the action directed (object of action)? **Why** is the action being done (describe the expected result or outcome)? ***How** is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

No. % E/M

It is expected that the person in this position will provide effective leadership to their assigned work unit. This includes such things as leading by example, providing performance objectives, midyear performance feedback discussions, timely performance reviews, coaching and counseling, discipline, and providing employee development opportunities for employees under your supervision.

This position is responsible for the operations and supervision of the Area Shop. This involves scheduling of equipment to be repaired, and coordinating the preventative maintenance program with the Area and Subarea supervisors. Supervises the mechanics, equipment mechanics, and equipment mechanic seniors in the Area Shop. Plans, assigns, and evaluates the work of the employees in the Area Shop. Diagnosis heavy and complex vehicles to be repaired in house or outsourced to the District Shop or outside vendors. Is responsible for the approval and acquisition of parts. Is responsible for the VISA credit card, proper record keeping, and the reconciling of this account. The Area Shop Specialist works closely with the District Shop management to ensure effective communication when decisions are made to outsource schedule repairs. Provides training and mentoring to the employees of the Area Shop for their development in the mechanic career path.

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|----|-----|---|--|
| 1. | 25% | E | Oversees, inspects and plans work of Area Shop personnel and evaluates performance of duties. Determines the extent of repairs, cost effectiveness, and orders necessary parts. Schedules equipment for repairs by Area Shop. Coordinates unusual or complex repairs to be completed by District shop or outside vendors. Provides guidance to Area and Subarea supervisors on the acquisition of parts and small repairs of equipment. |
| 2. | 20% | E | Supervises and instructs highly skilled mechanics in the maintenance and repair of heavy gasoline and diesel powered equipment. Supervises, instructs, and trains mechanics in the repair and reconditioning of complex or heavy equipment and similar machinery commonly used in highway maintenance and construction activities. This repair includes, but is not limited to engines, air conditioning and heating systems, fuel systems, electrical systems, exhaust systems, and hydraulic systems. May include major mechanical overhaul and repairs on heavy-duty equipment. |
| 3. | 20% | E | Responsible for the procurement process of parts and ensuring vendors are paid properly. Properly reconciles the Visa card account and assures proper records are kept on file. Approves the parts acquisitions for the entire Area. Completes and maintains standard shop records, work orders, and parts orders for the Area shop. This includes verifying that forms/records completed by Equipment Mechanic Senior(s), Equipment Mechanic(s), and Mechanic(s) are completed accurately. Maintains knowledge of purchasing requirements and limitations when purchasing parts, guards that those supervised adhere to these rules. Uses knowledge of online computer usage for ordering parts, cross-referencing parts, referencing parts and owner's manuals. Incumbent is required to reference electronic CD/DVDs for parts and reference manuals. |
| 4. | 10% | E | Supervises the maintenance of the perpetual inventory of all shop tools and equipment. Recommends to the Area management courses of action and uses of equipment to receive the most benefit from the equipment. Advises Area management on all equipment needs and deficiencies. |
| 5. | 10% | E | Provides and presents employee training sessions and training programs on new equipment usage, and maintenance of the equipment. Coordinates with Area and Subarea supervisors to schedule preventative maintenance days. Instructs and trains equipment operators to ensure preventative maintenance measures are being properly performed. Provides training opportunities for employees regarding the Equipment Mechanic Senior progression series. Ensures training and development needs are met by analyzing the training goals and technical needs of the shop personnel. |
| 6. | 5% | E | Evaluates, coaches, and counsels employees on performance, attendance, and disciplinary issues. Conducts feedback sessions as needed and provides resolution for problem areas. Conducts interviews and is responsible for recommending hiring and disciplinary actions to a higher level of authority. |
| 7. | 5% | M | Ensures that shop safety rules are followed. Coordinates the weekly safety meetings. Teaches and promotes proper safety procedures. Ensures that proper safety devices and proper protective equipment (PPE) are used for the various operations performed. |
| 8. | 5% | M | Performs other related tasks as assigned. |

Due to the nature of the work, incumbent may/will be required to work additional hours when needed, including nights and weekends. Additional hours will be assigned by the supervisor depending upon the needs of the agency.

E **Must be capable of performing the essential physical functions detailed in section 28.**

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - Plans, staffs, evaluates, and directs work of employees of a work unit.
 - Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

Civil Service Title

KDOT / SHARP Position Numbers

EM SR

EM

05-01-00-808 / K0234170

23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with other employees in the Area Shop and Complex. Frequent contact with employees from the Sub-Areas. Frequent contact with parts vendors and the public while obtaining replacement parts.

24. What hazards, risks or discomforts exist in the job or work environment?

- Frequent exposure to extreme cold/heat wet/humid conditions.
- Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
- Exposure to noise, vibrations, fumes, odors, gasses, dust, an/or poor ventilation.
- Works in traffic.
- Other: Exposure to a variety of hazardous chemicals and solvents.

25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Shop equipment, testing equipment, and personal tools – continuously

Computer programs and software – frequently

Pickup/Auto – frequently

Heavy trucks and equipment – occasionally

For more specific information on equipment used regularly please see section 28.

PART III -- Education, Experience and Physical Requirements

26. REQUIRED CLASS SKILLS (see class specifications)

27. SPECIAL REQUIREMENTS

a) Indicate any license, registration, certification, etc. required for this position:

- Professional Civil Engineer License
- Engineer in Training Certificate
- Survey License
- CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 90 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. **(This statement is for Equipment Operator positions.)**
- CDL - Employee must attain a Commercial Drivers License with required endorsements or options within 90 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. **(This statement is for CDL positions other than Equipment Operators.)**
- Other:

b) List preferred education or experience that may be used to screen applicants.

28. ESSENTIAL PHYSICAL FUNCTIONS/DUTIES – duties that are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. **All job duty physical demands are essential physical functions of this position and the employee must be able to perform them.**

Definition of Frequency:

Occasional = 1-33% (1 – 100 reps)

Frequent = 34-66% (101 – 500 reps)

Continuous = 67 – 100% (500+ reps)

Job Duty	Job Duty Physical Demands/Comments	Weight/Force	Frequency
Repair Tires	Stand/Walk – to access tires & tools indoors on cement floor	N/A	Occasional
	Forward Bend Stand – to work on tire on 29" high tire machine	N/A	Occasional
	Bilateral Hand Coordination – moderate demand; to use pneumatic drill and other hand tools	N/A	Occasional
	Floor – Knuckle Lift – floor to 22" high; to use pneumatic impact wrench to remove lug nuts from tires	30 lbs	Occasional
	Floor – Knuckle Lift – floor to 29" high; to place/remove tire from tire machine	60 lbs	Occasional
Replace Batteries	Stand/Walk – to access battery & tools indoors on cement floor	N/A	Occasional
	Forward Bend Stand – to access battery area on vehicles (32" high)	N/A	Occasional
	Bilateral Hand Coordination – moderate demand; to use tools to remove & replace batteries	N/A	Occasional
	Sit – on rolling stool; to replace/remove batteries from vehicle (if employee chooses)	N/A	Occasional
	Floor – Knuckle Lift – floor to 32" high to remove/replace batter from vehicle	55 lbs	Occasional
Repair Engine (or other equipment parts)	Stand/Walk – to access equipment & tools indoors on cement floor	N/A	Occasional
	Forward Bend Stand – to access areas of equipment including under the hood	N/A	Occasional
	Bilateral Hand Coordination – moderate demand; to use various tools, to repair equipment	N/A	Occasional
	Low Level Work – laying on creeper, crouching, kneeling, or sit on rolling stool to access under (or at low levels of) the vehicles	N/A	Occasional
	Work Overhead – to access areas of equipment, requiring overhead work	N/A	Occasional
	Forward Reach – to reach areas under the hood of the vehicles	N/A	Occasional
	Pull – at self-select height to move floor jack when needed	20 lbs	Occasional
	Pull – at 75" high to open the hood of the dump trucks and other large equipment	90 lbs	Occasional
	Grip with Preferred Hand – to use various hand tools when making repairs	30 lbs	Frequent
	Grip with Preferred Hand – to use various hand tools on more difficult equipment	80lbs	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Change Hoses & Other General Maintenance	Stand/Walk – to access equipment & tools indoors on cement floor	N/A	Frequent
	Low Level Work – to access hoses under the vehicles laying on creeper	N/A	Frequent
	Forward Reach – to access hoses under the vehicles laying on creeper working above self at shoulder level	N/A	Frequent
	Bilateral Hand Coordination – moderate demand; to use various tools to change hoses and complete other maintenance tasks	N/A	Frequent
	Grip with Preferred Hand – to use various hand tools when making repairs	30 lbs	Frequent
	Grip with Preferred Hand – to use various hand tools on more difficult equipment	80 lbs	Occasional
Change Strobe Lights	Stand/Forward Bend Stand – to reach the strobe on top of the vehicles while on top of rolling stairs platform	N/A	Occasional
	Stair Climb – to reach the strobes on the top of vehicles using the rolling stairs with 7 stairs each 10” high on with bilateral hand rails and locking wheels	N/A	Occasional
	Bilateral Hand Coordination – low to moderate demand; to change out the strobe lights	N/A	Occasional
Wash Parts	Stand/Forward Bend Stand – to place parts into parts washer indoors on cement	N/A	Occasional
	Floor – Knuckle Lift – to wash equipment & tools in parts washer from floor to 38” high	25 lbs	Occasional
Run the Lathes	Stand/Forward Bend Stand – lathe machines at 36” high indoors on cement	N/A	Occasional
	Bilateral Hand Coordination – moderate demand; to run the various lathe machines	N/A	Occasional
	Floor – Knuckle Lift – to place equipment on the lathe from floor to 36” high	25 lbs	Occasional
	Floor – Shoulder Lift – to place a head on the milling/drilling machine from floor to 46” high	70 lbs	Occasional

PART IV -- Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Appointing Authority

Date