



## **MOTOR POOL SERVICE SUPERVISOR**

Office of Facilities & Risk Management

Reports To: Director

Salary/Hourly Range: 32

FLSA Status: NON-EXEMPT

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 01/22/2020

### **INTRODUCTION**

This position performs mechanical and management duties in supervising the operations and activities of the Motor Pool and Vehicle Maintenance Services in support of the Office of Facilities & Risk Management Services. The incumbent is under general supervision and line authority of the Director. The employee and supervisor in consultation develop projects, results and expected timelines. The employee is responsible for planning and carrying out assignments, resolving most of the conflicts that arise and coordinates work with others as necessary. The Director is informed of potentially controversial matters for resolution. Completed work is evaluated for technical soundness, conformity to policy and in meeting requirements or expected results.

The work includes various duties involving different and unrelated processes and methods. The decision making methodology depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action selected from many alternatives. The Director sets the overall objectives and resources available. The employee develops the deadlines, projects, and work to be done and plans/implements the work.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Plans, schedules and supervises the work activities of the Motor Pool staff engaged in repairing, adjusting and servicing Hopi tribal vehicles. Performs mechanical services as necessary.
2. Assigns and maintains schedule of motor pool vehicles as requested by tribal employees.
3. Monitor work in progress perform final inspection and road test vehicles to assure workmanship conform to specifications, safety and quality. Arrange for major vehicle repairs off reservation. Conduct preventive maintenance of motor pool vehicles and schedule/record services performed
4. Compile and manage daily data for each motor pool vehicle; motor pool vehicle assignments, accurate repair cost records, record of vehicle services performed and prepare monthly report to supervisor.
5. Maintain an inventory and control system for automotive repair equipment, supplies and accessories. Process request for purchase of parts/tools or service, pick up parts on/off reservation, review invoices for accuracy as required.
6. Perform supervisory administrative functions; routine office requests/correspondence, completes employee performance/training plans, recommend disciplinary actions, evaluate work performance; conduct staff meetings to discuss operations and identify or resolve issues.
7. Performs other duties as assigned or authorized to achieve Tribal/Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with tribal employees, Independent Contractors/Consultants relevant Vehicle Maintenance and Dealers and occasionally with the general public. The purpose of these contacts are to exchange factual information, coordinate work efforts, provide services and establish a network of resources.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work requires considerable and strenuous physical exertion such as frequent lifting heavy objects weighing in excess of 50 lbs., crouching or crawling in restricted areas. The work environment involves high risks with exposure to potentially dangerous situations, working with irritant chemicals, or unusual environmental stress which require a range of safety and other precautions i.e., personal protective equipment (PPE) and gear (boots, goggles, gloves etc.). Travel on and off the reservation is required.

### **MINIMUM QUALIFICATIONS**

Education: High school diploma or GED certificate;

AND

Training: Vocational/Trade school certification in Auto Mechanics. Attend trainings to keep abreast of automotive techniques, materials, and practices of the trade.

AND

Experience: Two (2) years of progressively responsible supervisory experience;

OR

Equivalent combination of Education, Training, and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of general scheduling and organizational structuring
- Knowledge of basic computer systems and specialized software for the trade
- Knowledge of principles and practices of automotive and mechanical preventive maintenance
- Knowledge of techniques, materials, tools and practices related to automotive and mechanical repair work
- Knowledge of the hazardous and safety precautions in the automotive trade and equipment operations
  
- Skill in verbal and written communications
- Skill in human and public relations
- Skill in analyzing situations and making reasonable and quick decisions
  
- Ability to plan and direct the work of others
- Ability to establish and maintain accurate records
- Ability to establish and maintain professional working relationships with employees and the general public

### **NECESSARY SPECIAL REQUIREMENTS**

1. Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license. Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must complete an annual physical examination.
6. Must not have any felony convictions.
7. Must not have been convicted of criminal misdemeanors at the local, state, or federal level within five (5) years of application.
8. Must possess or be able to obtain First Aid and CPR certification within forty-five (45) days of employment and maintain throughout employment.