



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 578.1

Job Title: **ASSISTANT SHOP MANAGER**

Pay Grade: 20

GENERAL SUMMARY:

Oversees shop safety and maintenance activities. Assists, trains and directs personnel.

RESPONSIBILITIES:

- Directs the production activities of equipment maintenance and personnel for repairs and maintenance operations. Diagnoses problems, schedules repairs, analyzes equipment and processes work orders.
- Assigns repairs and regular maintenance tasks to personnel.
- Organizes and files work orders.
- Conducts personnel performance reviews and counsels individuals with disciplinary problems.

SPECIFICATIONS:

KNOWLEDGE:

Requires an Associate's degree in Automotive Technology or certification/licensing in an automotive technology program of over eighteen months (i.e., NIASE). Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Four years equivalent experience in motor vehicle maintenance and repair are required. Technical automotive experience may be substituted for the above education requirement on a year-for-year basis.

License: May require a valid Class A or B Commercial Driver's License (CDL).

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors could lead to moderate expenses and inconveniences. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are occasional exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Mechanic Helper
- Mechanic – Collision Repair
- Mechanic I
- Mechanic II
- Mechanic III
- Assistant Shop Manager
- Shop Manager

Effective Date: October 1990

Revised Date: February 2019