



Office of Human Resources  
Fleet Collision Supervisor - CJ3081

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### General Statement of Duties

Performs first level supervision over the work of Fleet Collision Repair Technicians repairing collision damage to automotive, heavy duty and specialized vehicles and equipment bodies.

### Distinguishing Characteristics

This class is distinguished from the Fleet Collision Repair Technician which performs skilled work in the repair of damaged bodies and body parts on a wide variety of vehicles and equipment.

### Essential Duties

Supervises Fleet Collision Repair Technicians engaged in the repair to collision damages to vehicles and other equipment.

Prioritizes repairs, orders parts, and assigns repairs to appropriate technician, and maintains cost controls.

Generates work orders, estimates damages, and documents damages for insurance, and may approve purchase requests.

Prepares and maintains records and reports of labor, parts, materials and maintenance costs.

Performs data entry and retrieval functions.

Ensure parts, equipment and materials are available for automotive, heavy duty and specialized equipment bodies repair.

Provides court testimony related to collision damages.

Implements and interprets policies and procedures developed by higher level managers.

Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Assists in the development of departmental budgets.

Ensure quality, effectiveness, and efficiency of unit activities and safety measures. Implement safety standards and develops procedures to ensure compliance.

By position, monitor contracts to ensure compliance with contract requirements, verifies that contractors have met contract goals and provided required reports and documentation; review and resolve differences in areas of non-compliance, and address other concerns as necessary.

Observe all common shop safety standards.

By position, participate in snow removal duties.

By position, prepares estimates on cost of repairs.

By position, may be required to be on-call to address emergent needs.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results and Meeting Customer Expectations:** Focuses on customer needs and satisfaction. Sets high standards for quality, quantity and timelines. Consistently achieves project goals.

**Leading and Coaching:** Provides others with a clear direction, motivation, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Working with People:** Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

Knowledge of mathematics sufficient to be able to perform a variety of computations.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Skill in estimating monetary damage done to vehicles.

Skill in the use of computers for data entry and retrieval.

### Level of Supervision Exercised

Supervises two or more technicians.

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Three (3) years of full performance automotive body repair experience which must have included painting, fiberglass, plastics and welding repair.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Noise: sufficient noise to cause distraction or possible hearing loss.  
Potential exposure to hazards from electrical/mechanical/power equipment.  
Potential exposure to: toxic chemicals.  
Pressure due to multiple calls and inquires.  
Subject to burns and cuts.  
Subject to electrical and radiant energy hazards.  
Subject to hazards of flammable, explosive gases.  
Subject to injury from moving parts of equipment.  
Subject to long irregular hours.  
Subject to many interruptions.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Climbing: Ascending or descending an object or ladder.  
Crawling: Moving about in a low or crouched position.  
Crouching: Positioning body downward and forward.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Kneeling: Assuming a lowered position.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon on object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

### Assessment Requirement

Labor and Trades Supervisor

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: J-811**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: BM**

**Revised Date:**

**Revised By:**

**Class History:**