

Title: Shop Supervisor	Effective Date: September 3, 2013	Grade: XIII	Job Category: Skilled Craft
Prior Title: Shop Foreman	Prior Effective Date: May 11, 2012	Grade: XIII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Equipment Supervisor, this position is accountable for supervising the servicing and repair of all equipment to ensure that equipment is economically maintained and to allow the most effective utilization of District equipment and equipment maintenance resources.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Order parts not in inventory and assist the Storeroom Supervisor in maintaining proper inventory levels to assure the most effective and economical utilization of funds available for repair parts.
- Schedule, with assistance from the Equipment Supervisor, repairs to be made in the shop and in the field to ensure that work is performed on a priority basis.
- Assign particular tasks to subordinates to ensure that projects are completed by qualified individuals while maintaining a variety and challenge in subordinate work.
- Weigh alternatives based upon past experience and current costs to achieve the most economical repair within a given expected level of equipment service.
- Request and maintain proper shop equipment to allow the most effective utilization of manpower and equipment and ensure the most economical and efficient repair or rebuilding of equipment.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Thorough knowledge of all phases of equipment repair and maintenance. Supervisory capabilities. Ability to interpret and apply Department policies and procedures. Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records. Valid Class A commercial driver's license with tanker ("N") endorsement. A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

