

YARD SUPERVISOR*

DISTINGUISHING FEATURES OF THE CLASS: This essentially skilled manual work of a complex nature but involves a considerable degree of responsibility for buildings, supplies, tools, etc. for the County Highway Department. Supervision is received from an employee of higher rank. Direct supervision may be exercised from time to time over a small number of employees. Must be available at any and all hours for emergency work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the maintenance of buildings and grounds at a supply yard;
Under the direction of Storekeeper, receives and issues parts and supplies;
Repairs and maintains automotive equipment at a branch shop (not including major overhauls);
Does body repair work;
Operates paint and sign shop.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of body repair and painting; good knowledge of automotive equipment, their repair and maintenance; familiarity with the practices, tools and materials used in the maintenance of buildings; familiarity with methods and practices for receiving, storing, maintaining and issuing supplies; ability to lay out work and supervise; ability to understand and carry out oral and written directions; ability to prepare simple records and reports.

MINIMUM QUALIFICATIONS: Four (4) years of training or experience in automotive mechanics and body repair and painting.

NOTE: In an emergency may be given limited driving assignments provided employee is properly licensed and otherwise qualified. However, such licensure or additional qualifications are not an essential part of this job specification.

*This is retitling of Yardmaster.