



## Rhode Island Airport Corporation

### **EXTERNAL JOB POSTING PVN # 2019-07**

**Candidates for this position must pass an oral interview at the level of 70% or higher**

**Job Title:** Automotive Supervisor  
**Department:** Airfield Maintenance  
**Reports To:** Assistant Vice President of Operations and Maintenance  
**Pay Grade:** 325: \$61,471 - \$63,736

#### **SUMMARY:**

The Automotive Service Supervisor is responsible for planning, organizing, scheduling and executing various aspects of the maintenance, and repair of the company owned fleet. Oversees the direction of the work of mechanics and helpers.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Establish work procedures
- Ability to plan, layout, and supervise the work of subordinates to ensure that work is accomplished on time to standards
- Inspect or assign all automotive and heavy equipment in order to determine what repairs are necessary
- Assign inspection, service, adjustment or repair work to subordinates
- Maintain records of materials and parts used and to make revisions for such items
- Requisition supplies, tools, materials, and other equipment
- Prepares reports of work progress and maintains records of materials, labor, and cost utilized.
- Reviews the work of employees regularly, checking to see that the proper diagnosis of trouble is made that the proper work methods and materials are used
- Makes written reports
- Promotes team building
- Ensures staff provides superior customer service
- Monitors operations to ensure that staff complies with administrative policies and procedures, safety rules, and collective bargaining agreement
- Participates in the hiring process and makes recommendation for employee discipline
- Participates in the performance evaluation of staff
- Responsible for personnel training and supervision
- Responds to emergency maintenance problems for the repair of heavy duty and automotive motor equipment to form an initial assessment, temporary

repair, and/or implement any necessary public protection action required as necessary.

- Responds to airport emergencies as part of the Airport team.
- Performs other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Provide administrative and supervisory direction to all diesel mechanics and helpers in the department.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess thorough knowledge of the operation, maintenance, construction and repair of gasoline and diesel motor equipment.
- Possess thorough knowledge and skill to utilize the tools, equipment, and procedures employed in motor equipment maintenance and repair.
- Ability to maintain records, prepare reports, requisition supplies, tools, materials, and other equipment, and schedule maintenance work and personnel
- Ability to perform each essential duty satisfactorily.
- Works well in a team environment
- Communication skills both oral and written
- Comfortable in the use of computer based programs.
- Must be able to pass Security background check.

**EDUCATION:**

High School Diploma or GED

Completion of course work in the maintenance and repair of gasoline and diesel motor equipment in a trade or vocational school.

**EXPERIENCE:**

Must have minimum of 3 years of experience in front line supervision of fleet/equipment maintenance management. (Preferred)

Employment of 5 years as a skilled mechanic in the maintenance and repair of gasoline and diesel motor equipment. (Required)

A combination of education and work experience that is substantially equivalent to the above education and experience

**CERTIFICATIONS and LICENSES:**

Automotive Service Excellence Master Technician Status for Medium/Heavy Trucks (preferred)  
Rhode Island Class A CDL (required)  
Must attain Rhode Island State Inspection License within 6 months of employment.  
Must attain Hoisting and Engineering License within 6 months of employment.  
Must obtain Incident Command System (ICS) 100 and 200 certification with 6 months of employment.  
Must obtain forklift operator certification within 6 months of employment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully:  
Must be able to lift or carry items weighing 50 pounds on a routine basis.  
Conditioned to endure prolonged reaching, handling, and standing, bending down, squatting, kneeling, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

Work will primarily be in a warehouse maintenance facility where temperatures fluctuate during winter and summer. As needed, may have to respond out to field to preform repairs outdoors in the natural elements.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*This organization provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, sexual orientation/expression, political affiliations, marital status, and non-disqualifying physical or mental disability.*

*This organization welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application process. The decision on granting reasonable accommodation request will be on a case-by-case basis.*