

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Vehicle Maintenance Supervisor  
Code: 15122  
Salary Grade: 59  
FLSA Status: Non-Exempt  
Department/Division: Facilities Operations and Maintenance  
Reports To: Fleet Manager

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## *Summary*

- Function: Supervise the activities of the vehicle maintenance section.
- Scope: Responsible for planning, organizing, coordinating, directing, inspecting, and controlling all work to be performed by assigned staff and outside vendors as required.

## *Duties*

- Typical:
  1. Coordinates work schedule of all Vehicle Mechanic personnel to include assigning vehicle repair work orders or additional duties as required.
  2. Completed employee evaluations for all assigned personnel.
  3. Performs duties of an automotive mechanic as needed depending on workload.
  4. Provides guidance and training to assigned personnel.
  5. Orders parts and materials as required utilizing procard and tracks use. Provides monthly reports on all purchases made.
  6. Processes all new vehicles to the university Fleet, to include registration, plates, and inputting information into the Texas Fleet System and TMA system.
  7. Process all vehicle work orders through the TMA work order system.
  8. Maintain a clean, organized, and safe work environment utilizing assigned personnel as required.
  9. Recommend tools and equipment necessary to maintain a facility which is capable of maintaining all vehicles assigned.
  10. Monitor the above ground diesel storage tank as well as used oil and chemical inventories for the auto shop. Coordinate proper disposal/storage as required.
  11. Responsible for leadership and oversight of the quantity and quality of work being performed.
  12. Performs other duties as assigned.
- Periodic:

1. Perform/schedule monthly safety meetings.
2. Attend all safety/management training as required.
3. Respond to emergency repairs or assistance as required.
4. Alternate for Fleet Manager as required.

***Education***

<b>Required</b>	<b>Preferred</b>
High School graduation or GED.	Bachelor's Degree from an accredited institution in Management
Technical training within vehicle maintenance.	

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
ASE certification (1 – Automotive Service Excellence).	2 or more ASE certifications.
Alertness and attention to detail is required to prevent injuries.	
Current Texas Driver's License and approved rating from the UTSA Police Department.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of journeyman level experience within vehicle maintenance plus two years of supervisory level experience within vehicle maintenance.	N/A
Computer systems data entry experience.	

***Equipment***

<b>Required</b>	<b>Preferred</b>
Proficient in the use of hand tools and automotive diagnostics equipment.	N/A
Basic computer skills.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Involves exposure to mechanical and electrical hazards, hazardous chemicals, high pressure water and air systems, high speed equipment, confined spaces, heights, and outdoor work in inclement weather.	N/A

***Supervision***

<b>Received</b>	<b>Given</b>
Instruction and guidance from the Fleet Manager and/or Director of Operations & Maintenance.	Supervision to temporary and permanent mechanics working within or for the vehicle maintenance section.

***Accuracy***

Proficiency in all phases of assigned duties.

***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.