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**LAFOURCHE PARISH CIVIL SERVICE – RESOLUTION NO. CS09-009**

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**RESOLUTION AUTHORIZING AMENDMENT(S) TO THE MECHANIC SUPERVISOR JOB DESCRIPTION.**

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**WHEREAS**, the Administration has requested amendments to the Mechanic Supervisor job description; and

**WHEREAS**, the amendments to said job description were discussed at its May 20, 2009 meeting and the required Public Hearing was held on July 15, 2009 with all employees being notified as required; and

**WHEREAS**, the amendments to said job description are as follows:

- Certificates, Licenses, Registrations

**WHEREAS**, the amended Job Description is attached hereto; therefore,

**BE IT RESOLVED**, by the Lafourche Parish Civil Service Board convened in regular session on July 15, 2009, that it does hereby authorize the amendments to the Mechanic Supervisor Job Description in the Civil Service System.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Lafourche Parish Administration; and Human Resources Department.

This resolution having been submitted to a vote, the vote thereon was recorded as follows:

YEAS:                    Mr. Marcel Lovelace  
                              Ms. Joyce Leonard  
                              Mr. Lloyd Robinson  
                              Ms. Shannon Chiasson

NAYS:                    None

ABSENT:                Mr. James Barnidge

On motion by Ms. Shannon Chiasson and seconded by Ms. Joyce Leonard, the above resolution was declared adopted on this 15<sup>th</sup> day of July, 2009.

*/s/ Marcel Lovelace*

**MARCEL LOVELACE, CHAIRMAN  
CIVIL SERVICE BOARD**

*/s/ Sheila B. Boudreaux*

**SHEILA B. BOUDREAUX  
DIRECTOR OF CIVIL SERVICE**

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I, SHEILA B. BOUDREAUX, Director of Civil Service for the Lafourche Parish Government, do hereby certify that the foregoing is a true and correct copy of Resolution No. CS09-009 adopted by the assembled Board in regular session on July 15, 2009, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ON THE 20<sup>th</sup>, DAY OF July, 2009.

*/s/ Sheila B. Boudreaux*

SHEILA B. BOUDREAUX  
DIRECTOR OF CIVIL SERVICE

Job Description to be amended is attached hereto

## **MECHANIC SUPERVISOR**

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**Department:** Public Works      **Reports To:** Area Supervisor/Region Supervisor

**Division:** Roads/Drainage      **Location:** Region A Barn

**FLSA Status:** Exempt      **Classification:** Full-Time/Civil Service

**Approved By:** Director of Public Works      **Date of Approval:** January, 1999

**Date Revised:**

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### **JOB SUMMARY**

Supervises and coordinates activities of workers engaged in the repair and maintenance of machinery and mechanical equipment such as gasoline and diesel powered engines and motors, pumps, pneumatic tools, conveyor systems, and construction machinery and equipment by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities include the following:

- Directs workers in mechanical, hydraulic, and pneumatic maintenance and repair of machinery, equipment, and vehicles
- Assists workers in diagnosing malfunctions in machinery, equipment, and vehicles
- Directs workers engaged in dismantling, assembling, and installing industrial machinery and equipment
- Plans, implements, and evaluates preventive maintenance schedules for all parish-owned vehicles and mechanical machinery and equipment, either personally or through workers or outside vendors
- Operates a variety of diagnostic instruments and hand, electric, and air-driven tools required in the proper repair and maintenance of vehicles and mechanical equipment
- Observes mechanical devices and vehicles in operation and listens to sound in an effort to determine the location of malfunction

- Dismantles devices to gain access and remove defective parts
- Conducts analysis and inspection of vehicles and mechanical systems to determine the most cost-effective means of maintenance and repair, or replacement; estimates worker hour requirements for completion of job assignment
- Examines form and texture of parts to detect imperfections
- Repairs brakes, engines, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, and axle assemblies and related systems
- Cuts and welds metal and performs body repairs to vehicles, including "touch-up" and related work
- Inspects used parts to determine changes in dimensional requirements
- Adjusts functional parts of devices and control instruments
- Repairs and replaces defective and/or malfunctioning parts
- Installs special functional and structural parts in devices
- Lubricates and cleans parts
- Starts devices and vehicles to test performance
- Assembles needed equipment and parts to effect repairs and maintenance of equipment and vehicles, and requisitions replacement parts, equipment, and supplies, as needed
- Provides emergency field response to disabled and malfunctioning vehicles and mechanical equipment and machinery
- Assists in the preparation of bid specifications for new vehicles, machinery, and mechanical equipment
- Assists in the preparation and administration of mechanical maintenance budgets in conformity with adopted plans and procedures
- Recommends measures to improve production methods, equipment performance, and operational quality
- Confers with other supervisors to coordinate activities and reduce down time of

equipment and machinery

- Maintains records, reports, and logs of maintenance and repair activities conducted

Other duties may be assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Keeps the Area Supervisor informed of jobs in progress
- Maintains comprehensive records of all activities
- May serve on employee committees

### **SUPERVISORY RESPONSIBILITIES**

Supervises mechanics, laborers, operators, and other public works employees during repairs to equipment and in the proper maintenance and handling of equipment, machinery, and vehicles.

### **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 will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** High school diploma or general equivalency degree (GED); and five (5) years related experience and/or training; or equivalent combination of education and training in the operation, maintenance, and repair of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; and, working knowledge of the operational hazards and associated safety precautions in the repair of heavy equipment and engines required; Must possess the ability to exercise independent judgment within established systems and procedures.

**Language Skills.** Ability to read, analyze, and interpret technical procedures, equipment plans and specifications, and operation manuals. Ability to effectively present information and respond to questions from supervisors, employees, representatives of federal and state agencies, elected officials, and other employees.

**Mathematical Skills.** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volumes, and distance.

**Reasoning Ability.** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations.** Must possess a valid Louisiana **Operator's Drivers License**. **and** Commercial Driver's License (CDL) preferred.

## **OTHER SKILLS AND ABILITIES**

- Must possess the ability to establish and maintain effective working relationships with other employees, outside vendors, supervisors, and the general public
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is occasionally exposed to high, precarious places and risk of electrical shock; and, is frequently required to walk, stand, use hands to finger, handle, or feel; reach with hands and arms; and talk, smell, hear, stoop, climb, and balance. The employee must occasionally lift and/or move up to 100 pounds; Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions, fumes, and toxic or caustic chemicals. The noise level in the work environment is frequently very noisy.