



The City Beautiful

City of Coral Gables Job Description

Job Title: Automotive Division Director
Department: Public Works/Automotive Division
Classification: 4020
Pay grade: 34E
FLSA: Exempt

Prepared Date: 09/2014
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Summary

Under the broad policy guidance of the City Manager this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of City-wide strategic and operating initiatives. The Division Director oversees the long-range planning function, operations and management of the Automotive Division. Implements strategies and systems to enhance operations, management of employees, customer satisfaction, and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs and manages the Automotive Division consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.

Develops and manages training and safety programs.

Develops and manages an annual operating budget.

Develops and implements long range and annual action plans to meet the needs of a growing City.

Provides overall direction and strategy regarding policies, procedures, and regulations to the City.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Remains informed of latest technological advancements in maintenance and repair.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the industry.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with and abides by all applicable safety rules including wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the construction assembly, adjustment, and maintenance of a variety of automobiles, trucks and other heavy equipment. Knowledge of the methods and practices used to repair and renovate automotive and heavy equipment, especially as applied to the mechanical operations. Knowledge of methods of sound management as related to the operation of a repair and maintenance garage. Ability to make road tests and other checks of the effectiveness of repair and maintenance work; ability to plan, direct and supervise the work of mechanics and assistants including both skilled and unskilled crafts. Ability to keep time and work repair records of shop operations. Must have the ability to present technical information clearly to professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is predominately indoors in a quiet to moderately noisy environment. May perform some work outdoors where there may be exposure to extreme temperatures, electrical hazards, noise, heights and dust. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Must have the physical ability to enter into and inspect vehicles, climb into vehicles, reach above and below shoulders, walk and bend. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

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

Minimum Education and Experience

Bachelor's degree in management, automotive engineering, or related field.

Minimum eight (8) years progressively responsible automotive repair experience including experience at the supervisory level.

Valid Florida driver's license with CDL Class A certification.