



Columbia Power & Water Systems

Job Description

Job Title: Assistant Garage Supervisor

Effective Date:

Department: Purchasing/Warehouse/Garage

Reports To: Garage Supervisor

Classification: Non-exempt

Job Purpose: To repair, maintain, and service CPWS' utility vehicles and equipment and to supervise in the absence of the Garage Supervisor.

Supervises: In the absence of the Garage Supervisor:
Mechanic(s)

Supervisor Responsibilities in the absence of the Garage Supervisor:

- Supervises and coordinates activities of the Mechanic(s) in the absence of the garage supervisor

Duties/Responsibilities:

- Plan and set priorities in the repair and maintenance of CPWS' utility vehicles and equipment with the assistance of the Garage Supervisor
- Perform and document routine and preventive maintenance on CPWS' vehicles and equipment
- Perform and document repairs on CPWS' vehicles and equipment
- Identify mechanical problems either visually or with computer diagnostic equipment
- Prepare CPWS' vehicles and equipment for inclement weather
- Subject to stand-by, after-hours, and/or emergency call-out
- Assist in evaluation of processes and procedures for efficiencies
- Other duties as assigned

Required Skills/Abilities:

- Acknowledge and adhere to all CPWS policies
- Regular attendance at work
- Perform duties safely without endangering self, others, and the public

- Ability to read, understand, and follow instructions and job-related material
- Ability to write
- Ability to use computer diagnostic equipment and software
- Ability to follow instructions
- Ability to work with people in a courteous manner
- Ability to use mathematical skills to be able to add, subtract, multiply, and divide all units of measure
- Ability to work outside and be exposed to noisy places, fumes, chemicals, toxic substances, and machinery
- Ability to be exposed to weather conditions that are cold, hot, rainy, and windy

Physical Requirements:

- Ability to lift 0 - 100 pounds for 2 hours a day
- Ability to lift and/or carry objects weighing 0 - 25 pounds for 6 hours a day
- Ability to walk
- Ability to stand for 8 hours a day
- Ability to stoop, kneel, and crouch for long periods of time
- Ability to talk, see, hear, reach, handle, and feel

Education, Experience, and Qualifications:

- High School Diploma or equivalent required
- Valid Tennessee Class A Commercial Driver's License required
- Intermediate knowledge of mechanical repair of hydraulic systems, gas and diesel engines, braking systems, and lift device cabling systems required
- Minimum of seven years of related experience and/or education preferred

Residency Requirements:

- Must reside within a CPWS service territory or Maury County due to the position being subject to stand-by, after-hours, and/or emergency call-out

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that additional and/or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments). This job description does not constitute a written or implied contract of employment.