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**SUPV VEHICLE MAINTENANCE EAS-17**

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**FUNCTIONAL PURPOSE**

Supervises a medium size group of craft employees performing automotive repair, preventive maintenance, and service work on postal vehicles; ensures proper vehicle performance, the efficient scheduling and completion of work, the most effective use of resources, and cost-effective maintenance and repair work.

**DUTIES AND RESPONSIBILITIES**

1. Supervises the scheduling, coordination, and timely completion of periodic preventive maintenance for all vehicles under the jurisdiction of the vehicle maintenance facility.
2. Reviews and adjusts work orders, evaluating and determining priorities; schedules and assigns work; and checks the quality of completed preventive maintenance and repair work.
3. Prepares repair cost estimates, and determines if work should be completed in-house or contracted out, considering such factors as costs, workload, and employee and equipment capabilities; makes recommendations as to whether vehicles should be overhauled or replaced; and authorizes major repair work.
4. Supervises, conducts, and administers environmental and recycling programs to ensure compliance with local and national regulations and standards; maintains required federal, state, and local reports and records.
5. Administers contracts for vehicle maintenance repairs and services; coordinates, monitors, and evaluates contracted work; and supervises the enforcement of all provisions of new vehicle warranty claims and the rework of unsatisfactory contractor repairs.
6. Supervises the sale of surplus vehicles, including providing information to the general public; coordinates with the general public regarding the repair of private vehicles involved in accidents with postal owned vehicles.
7. In the absence of a dedicated vehicle supplies supervisor, supervises stockroom operations and the requisitioning of required parts, equipment, and supplies.
8. May supervise the operations of one or more auxiliary garages.
9. Provides technical advice and guidance regarding both in-house and contractor repairs to all offices under the jurisdiction of the vehicle maintenance facility.
10. Coordinates the activities and operation of the vehicle maintenance shop with supervisors both within the facility and at offices under its jurisdiction.
11. Supervises and participates in reporting activities required to collect, track, measure, evaluate, and improve vehicle maintenance shop performance.

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12. Provides budget development input, and monitors and controls costs within budget allocations.
13. Evaluates employee work performance and identifies training needs; provides on-the-job instruction on repair techniques, and the proper use of specialized equipment, tools, and shop procedures; ensures that employees receive remedial, developmental, and refresher training.
14. Meets with union representatives to discuss issues and participates in the resolution of grievances; and initiates action to correct performance and discipline problems.
15. Ensures employee compliance with established safety, environmental, and recycling policies and procedures; inspects work areas and equipment; and investigates vehicle maintenance employee accidents and prepares required reports.
16. Exercises supervisory responsibility for the protective care and effective use of equipment, including diagnostic and computerized equipment and systems.

**SUPERVISION**

Manager, Vehicle Maintenance or Manager, Vehicle Maintenance Facility

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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