



# NON-SWORN MEMBER VACANCY

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:** Body Shop Fleet Operations

**JOB VACANCY MEMORANDUM NO.** 26-08

**TITLE:** Operations Supervisor II, Body Shop Fleet Operations

**ELEMENT OF ASSIGNMENT:** Logistical Support Division/Fleet Operations Unit

**PAY RANGE:** 54

**STARTING MONTHLY SALARY:** \$4,693

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** February 12, 2026

## **REQUIREMENTS:**

To schedule, coordinate, and supervise operations in the Fleet Operations Unit, Body Shop. Exercise leadership as a lead worker on an assigned watch or in a specialty service shop. Supervise a moderately sized group of skilled employees.

## **Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Supervise, train, and provide technical assistance to automotive body mechanics, automotive mechanics and automotive servicers.
2. Inspect and diagnose vehicles requiring service; assign, schedule, and supervise all automotive repairs; provide quality control through road tests and inspections.
3. Perform clerical support services, such as maintaining daily log sheets of vehicles serviced, servicing work order forms, writing reports, and notifying units when vehicles are ready for service.
4. Ensure cost-effective auto repairs by determining the need for purchasing parts or utilizing vendors; preparing collision repair estimates; ensuring proper maintenance for shop equipment, and coordinating project assignments with other crew leaders.

5. Assist in personnel duties such as creating work schedules, contributing to employee evaluations, initiating disciplinary actions, and participating in applicant interviews.
6. Disseminate communications from the Fleet Operations Manager.
7. Maintain reliable and predictable attendance. May be required to work a flexible work schedule, overtime, weekends and/or holidays.
8. Must have the ability to perform work duties in extreme heat and cold temperatures.
9. Perform related duties as required.
10. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent, and a valid driver's license. Position requires a minimum of five years of recent experience as an automotive or body mechanic in a full service auto repair or body repair facility. Supervisory experience is preferred. Favorable consideration will be given to applicants with five years automotive body mechanic experience.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

**Physical Requirements:** Incumbent may use the telephone approximately 20% of the day, and use of a computer terminal or keyboard approximately 50% of the day. Incumbent is required to have hand dexterity to perform repairs, lift 5-20 lbs. frequently, lift 20-50 lbs. occasionally, bend, kneel, and climb.

**Job Location:** (Place where work is performed.)

Position operates in a garage, service station, or administrative office.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Calculator
- Personal computer/mainframe terminal
- Automotive key coding device

- Vehicles
- Mechanical tools and auto body repair tools
- Copier/Scanner/Fax

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Manager Mark Crawford, Fleet Operations Unit** by no later than ***FEBRUARY 12, 2026***.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than ***FEBRUARY 12, 2026***.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

***Captain Justin Pinkerton***

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Commander, Employment Unit