

EQUIPMENT MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize and supervise vehicle and equipment maintenance and repair operations within the Equipment Maintenance and Repair Division of the Public Works Department; to perform a variety of technical tasks related to vehicle and equipment maintenance.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single position class is responsible for the daily operations of the Equipment Maintenance and Repair Division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy Director of Public Works—Operations and Maintenance; exercises direct supervision over assigned equipment maintenance staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Recommends and assists in the implementation of goals and objectives; establishes and implements policies and procedures.

Plans and organizes daily and weekly schedules and assignments.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the maintenance and repair of County vehicles and equipment.

Participates in staff selection; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Evaluates operations and activities in assigned areas of responsibility; recommends improvements and modifications as necessary to maintain productivity and effectiveness.

Receives and responds to inquiries from other County staff; investigates complaints and recommends corrective action as necessary to resolve complaints.

Diagnoses and locates mechanical difficulties on County vehicles, including a variety of diesel and gasoline powered maintenance and construction equipment; determines extent of necessary repairs.

Coordinates and participates in the engine overhaul; repairs and adjusts engines, transmissions, differentials and clutches; tunes engines; replaces ignition parts and cleans and adjusts carburetors.

Coordinates the replacement or repair of faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.

Oversees and maintains parts and materials inventory; purchases parts; prepares specifications for the purchase of parts and materials.

Welds and fabricates parts as required.

Inspects work in progress for compliance with policies and procedures, regulations, specifications, and standards of quality and safety.

Supervises and participates in the proper maintenance of departmental tools and equipment.

Coordinates maintenance and repair activities with other County departments, divisions, sections, and outside agencies as needed.

Ensures the maintenance of clean, orderly and safe work areas.

Maintains records of work performed and time and materials used.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of supervision, training and performance evaluation.

Basic arithmetic.

Materials, methods, practices, tools and equipment used in vehicle and equipment maintenance and repair activities.

Operation and care of internal combustion engines.

Operating and care requirements of the entire range of County-owned equipment.

Principles and procedures of record-keeping and reporting.

Safe work practices.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Supervise, train and evaluate the performance of assigned staff.

Coordinate the vehicle and equipment maintenance and repair activities.

Perform journey-level equipment mechanical work, including the troubleshooting of equipment for both minor and major repairs.

Determine mechanical repair needs and estimate the cost and time required to make repairs.

Use a variety of tools and equipment with skill.

Ensure work crews' adherence to established safe work rules and practices.

Maintain records and prepare reports.

Maintain accurate inventory records.

Perform required mathematical computations with accuracy.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in vehicle and equipment maintenance and repair work, including one year of supervisory or lead responsibility.

Training:

High school diploma or GED equivalent supplemented by specialized training in automotive and equipment maintenance and repair, or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	8752290
Bargaining Unit:	12
FLSA Status:	Y
Worker's Compensation Code:	9410
Pay Table	CNTY
Range:	380