

EQUIPMENT SUPERINTENDENT

Definition:

Under general direction plans, organizes and manages the activities of the Equipment Division to include all fleet vehicles and equipment; manages the maintenance and repair of City vehicles and equipment; manages capital and operating budgets; develops division objectives; establishes and evaluates work standards and performance; evaluates vehicle and equipment costs and specifications and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Plans, organizes, manages and evaluates the functions of the Equipment Division.

Manages the selection, training, supervision and evaluation of assigned staff; develops work schedules and plans assignments.

Establishes and reviews division objectives, standards and procedures.

Develops and oversees the City's Fleet Vehicle Replacement Program.

Reviews maintenance and repair records and recommends vehicle maintenance and equipment replacement expenditures and the purchase of new vehicles and equipment.

Prepares applicable government maintenance reports regarding fuel, related hazardous materials and emission control.

Evaluates in-house and contract repair and rental costs; inspects work operations and vehicle/equipment repairs as needed.

Reviews and modifies work standards and procedures in accordance with performance.

Conducts safety and other meetings and represents the City and/or the department/division at staff, public and professional meetings and conferences.

Prepares and makes oral and written presentations.

Reviews and analyzes a variety of records, contracts, reports and other data.

Prepares, monitors and manages the Equipment Division budget and recommends and evaluates capital, personnel and operating budget outlays.

Approves requisitions for materials, supplies and equipment and develops cost estimates and specifications for vehicle/equipment auction purposes.

Prepares and analyzes division activity, performance, safety and other reports.

Confers with and advises a variety of City staff regarding vehicle and equipment costs, budgeting for same, fleet analysis and specifications.

Operates a personal computer and uses applicable software to compose/prepare a variety of correspondence, presentations, comprehensive reports and other material.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs special projects and tasks as assigned.

Lifts and moves equipment and tools weighing 50 pounds or less.

Class Characteristics:

Equipment Superintendent is a single incumbent division manager position in the Maintenance Services Department and has broad responsibility for the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.

Contacts and Relationships:

The Equipment Superintendent establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with vendors, contractors, other City staff, the City Manager, City Council members, user departments and divisions, interest groups, the public and their representatives.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Effective supervisory and management techniques.

Principles, practices, methods, materials and equipment used in the maintenance and repair of automotive, diesel, electric and hydraulic vehicles and equipment.

Operating principles of internal combustion and diesel engines and electrical and electronic systems and related components.

Alternative fuel vehicles and vehicle related electronic equipment.

Preventative maintenance scheduling, life cycles of vehicles and equipment and costing techniques; vehicle and equipment performance and maintenance specifications.

Techniques of research and analysis and methods of making effective oral and written presentations.

Customer service and conflict resolution techniques.

Applicable laws and regulations related to vehicle and equipment issues and legal issues related to areas of responsibility.

Safety regulations, practices and procedures.

Budgeting methods and procedures.

Computer applications related to area assigned.

Contract administration related to area assigned.

AND

Ability to:

Plan, organize, manage and evaluate Equipment Division operations.

Interpret and apply applicable laws and City and division/department rules and regulations.

Select, train, supervise and evaluate division employees.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Assist in trouble shooting repairs to vehicles and equipment and recommend the purchase of new and/or replacement vehicles and equipment.

Research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials, vehicle and equipment utilization, capital outlays and safety practices.

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

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Business Administration, Public Administration or a related field from an accredited college or university.

AND

Experience:

Six years of progressively responsible experience in the management of vehicle servicing to include some experience in equipment service management and four years of supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

The City of Fullerton's Conflict of Interest Code requires that the Equipment Superintendent file financial disclosure statements in accordance with state and local laws.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in an open automotive shop. The incumbent uses a computer, keyboard and related equipment and drives a vehicle on City business. When work is performed in the automotive shop the incumbent may grasp, lift and move tools and equipment weighing 50 pounds or less, be exposed to heat and cold, machinery/vehicle noise, traffic, vehicles and mechanical hazards, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards and vibration. The incumbent stands and walks on level and slippery/uneven surfaces, twists, bends, pushes, pulls, reaches, grasps, crouches, climbs stairs, reaches, bends, crawls and assists in the testing of and is exposed to a wide variety of hand and power tools, farm and construction equipment. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

Revised March 2007, Revised June 2000, Revised August 1991