

EQUIPMENT SUPERVISOR

Definition:

Under general supervision schedules, coordinates and supervises workers performing the servicing and repair of City vehicles and equipment; assigns work orders and establishes daily priorities; assists in developing division objectives; evaluates work performance 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:

Schedules, coordinates and supervises workers performing City vehicle and equipment servicing and repair.

Receives and reviews service requests from City vehicle users/departments, initiates work orders and resolves complaints, concerns and technical problems.

Determines how work is assigned and establishes daily work priorities in coordination with preventative maintenance schedules.

Assists in the selection, training and evaluation of assigned staff; oversees daily attendance and time reports and work activity records.

Inspects work in progress and upon completion for compliance with quality and safety standards; performs vehicle and equipment road tests and fuel tank inspections.

Interprets and applies applicable division/departments rules and regulations.

Assists in coordinating work projects with other divisions/departments as needed.

Conducts and participates in staff, safety and management meetings with assigned staff.

Drafts and recommends equipment/fleet maintenance schedules, productivity and quality standards and safety procedures; recommends solutions to operational and technical problems.

Evaluates vehicle/equipment repair costs and compiles vehicle maintenance, repairs and accident investigations reports.

Recommends and drafts orders for materials, supplies and equipment.

Oversees contractors as applicable, monitors their work and participates in contractor negotiations.

Writes all fleet vehicle and equipment purchase specifications including heavy, light, medium and unique application trucks, passenger vehicles and construction, farm and landscape equipment.

Operates a personal computer and uses applicable software to compose/prepare a variety of correspondence and reports including performance, inspection and safety reports.

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

Demonstrates safe work procedures and equipment operation.

Assists with preparation of the Equipment Division budget.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Acts as Equipment Superintendent as assigned.

May serve as a division representative at meetings of City staff or other organizations.

Class Characteristics:

Equipment Supervisor is a single incumbent supervisory position in the Maintenance Services Department and has substantial responsibility for the quality of work, efficiency and safety through the effective scheduling and supervision of workers. Assigned duties require independent judgment and initiative.

Contacts and Relationships:

An Equipment Supervisor establishes and maintains contact with Maintenance Services Division staff. Additional contact will occur with other City employees, vendors, contractors, 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.

Methods, practices, procedures, equipment and techniques used in the repair of automotive, diesel and hydraulic vehicles and equipment.

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

Alternative fuel vehicles and vehicle related electronic equipment.

Record keeping and report writing techniques.

Math related to area assigned.

Basic budget principles.

Applicable automotive/equipment emission health and safety codes.

Safety regulations, practices and procedures.

Customer service and conflict resolution techniques.

Contract administration related to area assigned.

Computer applications related to area assigned.

AND

Ability to:

Determine work priorities and schedule, organize, assign and coordinate the work of assigned staff.

Assist in employee selection, training, supervision and evaluation.

Communicate effectively orally and in writing.

Adhere to multiple deadlines and handle multiple projects.

Read and interpret maintenance and repair manuals.

Make sound decisions in accordance with established procedures and policies.

Initiate and carry out required procedural assignments; understand and carry out oral and written instructions and use independent judgment and initiative.

Estimate material, equipment and labor costs.

Prepare reports and compose correspondence.

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

Operate a personal computer and use applicable software.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

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

Education:

Associates Degree from an accredited community college or completion of two years of study towards a Bachelors Degree at an accredited college or university in Business Administration, Public Administration or related field.

AND

Experience:

Four years of progressively responsible experience in the maintenance and repair of vehicles and equipment to include two years of lead or 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.

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 lift and move tools and equipment weighing 50 pounds or less, be exposed to heat and cold, machinery/vehicle noise, traffic, vehicle 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 and 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

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