



## Equipment Maintenance Supervisor

Department/Division:	Public Works/Equipment Maintenance
Reports To:	Public Works Manager
Provides Direction To:	Equipment Mechanics
Exemption Status:	Exempt
Date Prepared:	June 14, 2007

### GENERAL PURPOSE

Under general supervision, plans, assigns, inspects and supervises the work of personnel engaged in the repair and servicing of a wide variety of gasoline and diesel-powered vehicles and equipment; and performs other related duties as assigned.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Provides day-to-day leadership and works with staff to ensure a customer service oriented work environment which supports achieving the division's mission, strategic plan, objectives and values; participates in the selection and training of personnel; establishes work priorities and routines and schedules work assigned maintenance personnel.
2. Participates in the preparation of operating budget; recommends and authorizes the purchase of materials and monitors work activities and expenditures to control costs.
3. Instructs and provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions.
4. Inspects and maintains NGV station; repairs or replaces various parts of the NGV station such as hoses, o-rings, and nozzles; works on call for assistance and emergencies.
5. Completes required quarterly tax forms and submits to finance; prepares CNG retail customer invoicing and submits to finance department.

## **ESSENTIAL FUNCTIONS (continued)**

6. Maintains the citywide identification card program; takes and records photos; issues IDs; orders materials needed to make identification cards; diagnoses problems; records which entrances employee is eligible for.
7. Maintains all City vehicle records and equipment to include fuel usage and replacement criteria; maintains DMV pull notice program.
8. Responsible for citywide Nextel phone system; issues and troubleshoots phones; breakdowns invoice by department and issues separate invoices for equipment purchased and phone usage. .
9. Coordinates, supervises and inspects the overhaul, repair and maintenance of a wide variety of automobiles and gas or diesel-powered trucks and equipment, including engines, fuel, electrical, hydraulic and body and chassis parts; provides technical assistance to staff in resolving difficult problems encountered.
10. Prepares and maintains a variety of reports and records, including time cards, worksheets, accident reports, and maintenance requests.
11. Recommends special work required or necessary equipment maintenance; reviews completed work.
12. Ensures the City's safety program and goals are implemented and carried out in the Equipment Maintenance Division; proposes safety requirements to be followed in the maintenance and repair of vehicles and equipment.
13. Purchases parts and supplies in accordance with City purchasing policy and procedures; develops specifications and reviews bids.
14. Responds to emergency situations as necessary.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of gasoline and diesel-powered vehicles, trucks and related equipment; principles and practices of employee supervision, including selection, training, and work evaluation; principles and practices of purchasing materials and outside services; safe work methods and safety practices pertaining to the work; operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work; machine and welding shop methods and practices; relevant codes and regulations; micro-computer applications related to the work; federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

### **Ability to:**

Plan, estimate, coordinate and schedule the work of others; prepare and maintain a variety of reports and records pertaining to the work; read and interpret plans, specifications and manuals; operate and maintain equipment and tools used in the field; establish and maintain effective working relationships with those encountered in the course of the work; identify and implement effective courses of action to complete assigned work; coordinate work assignments with other divisions, departments and agencies; develop and implement goals, objectives, policies, procedures, work standards and internal controls; exercise independent judgment and initiative within established guidelines.

### **Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

### **Education/Training/Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of skilled journey-level experience in the repair and maintenance of gasoline- and diesel-powered vehicles and equipment, of which four years involved lead responsibility for the work of others; or an equivalent combination of training and experience.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit and occasionally walk and stand to access work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with applicants and employees in conflict situations.