Date Adopted: 6/13/06

CITY OF GLENDORA

EQUIPMENT MAINTENANCE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, plans, coordinates, and supervises activities of those involved in the maintenance and repair of gas and diesel powered light and heavy duty equipment and vehicles, and the control of inventory; processes parts, equipment, and supplies; performs related duties as required.

CLASS CHARACTERISTICS

This class reports to the Maintenance Superintendent and is responsible for managing equipment maintenance activities for the City.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Plans, coordinates, inspects, supervises, and participates in the maintenance and repair of gas and diesel powered light and heavy equipment and vehicles; coordinates equipment maintenance and repair activity with other divisions and City departments. (a b c d g h i j p q r)

2. Supervises and assigns work to subordinates, providing general instructions and technical assistance; coordinates the scheduling and completion of maintenance and repair work by determining operational priorities and resolving work load problems; inspects work and evaluates for conformance to established work standards; ensures that safe work methods are followed. (a b c d e f g h i l p q u)

3. Evaluates work methods and operations; plans and schedules departmental activities; prepares, estimates, and monitors maintenance and operating costs; assist in the preparation and administration of the budget; ensures compliance with local, state, and federal regulatory bodies. (a b c d e g n i j k l o p q r)

4. Develops and implements programs relative to the preventative maintenance, repair, and rebuilding of equipment and vehicles; inspects equipment and vehicles to assess the extent and cost of needed repair; establishes and maintains a variety Authorizes purchase of parts, equipment, and supplies; supervises the control of parts, equipment, and supplies inventory. (a b c d i q)

5. Coordinates the procurement of various parts, equipment, and supplies; prepares bid requests, writes specifications for new equipment and vehicles, and obtains price quotations; ensures that inventory is maintained at levels adequate to meet equipment and vehicle maintenance and repair needs. (a b c d i j o p q)

6. Assists in selecting staff; plans and implements employee training; evaluates employee performance; initiates disciplinary action. (a b c d e f g h j k l p)

7. Implements and maintains automated management information systems to control and monitor garage operations including but not limited to the following; inventory control, mechanic productivity and output, asset management, maintenance scheduling, equipment inventory database, aging and replacement schedules, life cycle costing, costing by vehicle class, vehicle equivalency unit determination, equipment utilization, rate allocation by departments, etc. (a b c d i o p)

8. Perform in the capacity of journeyman mechanic when required, i.e. subordinate staff illness, subordinate staff vacation, complex projects requiring direct oversight and training, emergency situations, to meet deadlines, etc. (b d g n o p q s t u v)

9. Manage supply and repairs for fueling facilities, monitoring fueling equipment and generating fuel cost and consumption reports. (a b c d h i k l p s u)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Write reports and keep accurate records.

c. Proficiency in operating computer driven automated management information systems including but not limited to vehicle/equipment maintenance systems, inventory control, mechanic productivity and output, spreadsheet applications, database applications, word processing applications, etc.

d. Analyze data and information.

e. Assist in the selection, training, supervision, and evaluation of employees.

f. Train personnel on division activities, procedures, and regulations.

g. Evaluate work procedures and recommend improvements.

h. Make decisions regarding operational and personnel functions.

i. Estimate job costs, accurately order supplies, and maintain inventory.

j. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

k. Understand, explain and apply policies and procedures.

l. Plan, assign, supervise, and direct the work of employees engaged in the maintenance, repair, and rebuilding of City owned vehicles and equipment.

m. Understand and follow verbal and written directions.

n. Work independently.

o. Read and interpret automotive/equipment related schematics and repair manuals, labor estimation manuals, etc.

p. Inspect completed work and determine adequacy of work performed.

q. Ensure that work is accomplished within budget limitations.

r. Works cooperatively with all City operating divisions to accomplish their equipment repair and service needs.

s. Perform journey level equipment mechanical repair work.

t. Diagnose defects in and repair a wide variety of light and heavy equipment.

u. Work safely.

v. Occasionally lift up to 90 pounds.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Graduation from high school plus five years of automotive and medium/heavy duty truck maintenance and repair experience, including at least two years experience in a supervisory or lead capacity. Strong proficiency in computer applications and vehicle/equipment related automated management information systems is required.

Knowledge and Skill Levels

Thorough knowledge of the tools, equipment, and procedures used in the maintenance and repair of diesel and gas powered equipment and vehicles, including brake and metal lathes, air conditioning recovery equipment, vehicle diagnosis equipment, welding equipment, tire mounting and balancing equipment; principles of supervision, training and discipline; operation of City-owned fleet equipment; considerable knowledge of the methods, pertinent laws, codes, safety orders, technical service bulletins, and safe work practices related to equipment operation and maintenance.

Ability to plan, assign, and supervise the work of employees engaged in the maintenance and repair of vehicles and equipment; estimate labor and material costs; determine the requirements for major mechanical maintenance and repair work; inspect and determine the adequacy of work performed; read and interpret repair manuals, wiring diagrams, and schematics; maintain accurate records and

prepare reports; communicate effectively both orally and in writing; provide training and guidance to staff; analyze emergency situations accurately and adopt effective courses of action; ensure that work is accomplished within budget and timeline limitations; establish and maintain cooperative working relationships; possess strong proficiency in automated management information systems for vehicle maintenance as well as other types of computer applications (spreadsheet, database, word processing).

Desirable Attributes

ASC Master Mechanic Certification or equivalent in automobiles and/or medium/heavy trucks. UST Operator certification. Proficiency in Microsoft Word, Excel and Access programs.

Special Requirements

Applicants must possess a valid Class C California driver's license and have a satisfactory driving record at time of appointment. Applicants must obtain within six months of employment a valid Class B California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a shop environment; with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; working and/or walking on various types of surfaces including slippery or uneven surfaces and rough terrain, occasional irregular work hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weight; operate assigned equipment and vehicles; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006