



## Equipment Maintenance Supervisor

Department/Division:	Public Works
Reports To:	Maintenance Manager
Provides Direction To:	Equipment Mechanics
FLSA Exemption Status:	Exempt
Date Prepared:	October 7, 2014
City Council Resolution #:	

### GENERAL PURPOSE

Under general direction, organizes, schedules, and supervises the work of equipment maintenance staff within the Public Works Department; prepares work records and coordinates service orders completed by vendors and contractors; maintains and updates parts inventory records; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Equipment Maintenance Supervisor is distinguished from the Equipment Mechanic by its supervisory authority and responsibility for work records and reports. The Equipment Maintenance Supervisor is distinguished from the Maintenance Manager which has responsibility for a broader range of other divisional maintenance functions, greater decision-making authority, and a larger span of supervisory control.

### 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. Plans, organizes, assigns, trains, supervises, and evaluates the work of assigned staff in the installation, maintenance, and repair of City vehicles and other light and heavy power equipment; recommends disciplinary actions as needed.
2. Prepares reports and keeps records related to vehicle maintenance, repairs, equipment usage, and fuel utilization.
3. Coordinates, prioritizes, and schedules service requests and special projects; obtains bids for outside repairs of City vehicles and equipment; determines what tasks should be completed by City staff or contractors.
4. Trains staff in work and safety procedures and in the proper operation and use of equipment and supplies; implements procedures and standards.

## **ESSENTIAL FUNCTIONS (continued)**

5. Monitors equipment maintenance operations; identifies opportunities for improving service delivery methods and procedures; reviews recommendations with management staff and implements improvements.
6. Determines and recommends equipment, materials, and staffing needs in conjunction with budget review; prepares detailed cost estimates as needed.
7. Procures and maintains inventory of parts and supplies and orders replacement parts as needed; prepares documents for equipment procurement.
8. Participates in developing new equipment specifications for new or replacement equipment; and assists with the auctioning of surplus equipment, as needed.
9. Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
10. Investigates service complaints and potential problems involving equipment misuse.
11. Performs the most complex equipment maintenance and repair duties and provides technical assistance to crews; resolves or directs the correction and repair of operational and/or equipment problems.
12. Assists in the maintenance of fleet radio and Zonar GPS equipment.
13. Manages, inspects, and maintains City fuel, propane, and Compressed Natural Gas (CNG) stations and completes testing and compliance records, as needed.
14. May act in the absence of the Maintenance Manager.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Fleet maintenance and repair practices and procedures; power and hand tools, and diagnostic equipment used in the serving and maintenance of City vehicles and equipment; OSHA (Occupational Safety and Health Act) laws and regulations and safety practices; principles of employee supervision and evaluation; budgeting methods; contract administration methods; modern office practices and computer hardware; use of word processing, spreadsheet, and records management systems related to equipment service and parts inventories; customer service practices.

**Ability to:**

Plan, organize, coordinate, and prioritize service requests and projects and meet deadlines; recommend, establish, and implement maintenance policies and procedures and enforce work standards and safety requirements; plan, schedule, assign, supervise, and evaluate the work of staff; analyze and solve maintenance and operational problems; develop and evaluate specifications for new and replacement equipment; develop and evaluate cost estimates associated with internal and external repairs and service; analyze service history, parts utilization, and performance needs related to vehicle replacement; prepare work records and reports; demonstrate the proper operation of diagnostic scanners, brake lifts, tire changers, gas and electric welding equipment, and other shop resources; operate modern office equipment including computer equipment and software programs; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, vendors, contractors, and the general public.

**Education/Training/Experience:**

High School graduation or G.E.D. is required. Five years of responsible fleet maintenance work is required, including lead and supervisory experience.

**Licenses, Certificates; Special Requirements:**

Valid Class A and M1 California driver's license with passenger endorsement in compliance with the City's Vehicle Insurance Policy standards.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **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, employees are regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach above and below shoulder level with hands and arms. Employees are required to frequently stand and walk in work areas and occasionally sit while completing records and reports.

Employees are expected to stoop, squat, crawl, lie backward, and work in confined physical spaces. Employees may climb ladders or small stools. Employees may occasionally lift, push, pull, or carry parts and equipment weighing up to 100 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, an employee is regularly required to use oral and written communication skills; read and interpret documents; analyze and solve basic problems; use math and mathematical reasoning; read diagrams and specifications; learn and apply new information or new skills; interact with staff, contractors, vendors, and the public.

## **WORK ENVIRONMENT**

The employee works indoors and outdoors in performing assessments, maintenance, and repair of fleet equipment. The employee is exposed to alternating coldness, heat, dust, oils, greases, fumes, moisture, wetness, and various cleaning agents.

Employees must periodically pick up, deliver, and test-drive equipment. The noise level is occasionally loud when employees are operating power tools and equipment.