

MEETING DATE: December 11, 2006

AGENDA ITEM : Approval of the Classification Specification for Equipment Maintenance Supervisor.

ATTACHMENTS

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| 1. | Revised Classification Specification. | <u>Pages</u>
1-3 |
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EQUIPMENT MAINTENANCE SUPERVISOR

DEFINITION

Occupants of this classification are in the classified service. They function as the first line supervisor for tasks performed in the maintenance and repair of City equipment including transit buses, refuse vehicles, heavy, medium and light duty trucks, fire apparatus, police vehicles, off-road equipment and passenger vehicles, including many vehicles operating on compressed natural gas (CNG). ~~schedule, assign, train and supervise the work of Mechanics, Mechanic Assistants and Equipment Service Workers.~~ The Equipment Maintenance Supervisor may perform more complex and specialized mechanical tasks.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Equipment Maintenance Manager. Responsibilities include supervision of Mechanics, Mechanic Assistants, Equipment Service Workers, ~~Assistant and clerical support staff.~~

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises the day-to-day operations of the ~~City Garage Equipment Maintenance and Fleet Services Division~~, including the work of Mechanics, Mechanic Assistants and Equipment Service Workers through determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City, State and Federal regulations and policies, overseeing daily time records and promoting work efficiency. Ensures work is performed in a safe and productive manner.
2. Prioritizes and monitors the quality and quantity of the work of subordinates. ~~Identifies problems in the quantity and quality of work and~~ Takes prompt and effective corrective action, as needed.
3. Identifies better methods for meeting service demands through streamlining and improving work methods. Tests these possible improvements to assure their effectiveness.
4. Objectively and constructively evaluates the performance of subordinates; ~~through verbal and written evaluations~~; motivates and develops subordinates; provides technical and safety training.
5. Monitors vehicle and equipment history, sets and maintains criteria for complete equipment maintenance; evaluates maintenance and repair work on its completion to assure the effective correction of all operating problems of the equipment.
6. Creates maintenance work-orders using an automated fleet management system; writes purchasing requisitions for parts and supplies; provides in-depth cost analysis for vehicle repair; maintains, creates and justifies data for all equipment.
7. Performs more complex troubleshooting diagnosis, and maintenance and repair of a wide variety of gasoline, diesel, and CNG powered engines and all related mechanical components, when staffing levels dictate.

8. Skillfully operates shop equipment such as a electronic diagnostic scanners, computers, drill press, grinder, engine analyzers (oscilloscope), battery tester, etc.; engineers modifications and fabrication work.
9. Uses a an "on-line" computer to establish and monitor equipment costs and control and to develop technical reports and spreadsheets.
10. Discusses and coordinates acquisition of equipment and vehicle parts with the Purchasing Department Division and appropriate vendors.
11. Makes recommendations to management regarding hiring, discipline and transfers of staff.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Methods, materials, tools, and techniques used in the repair and maintenance of a variety of City motorized equipment.
- Gasoline, diesel and alternative fuels engines.
- Functions and capacities of various parts and equipment.
- ~~Functions and capacities of various parts and equipment used in the repair of City motorized equipment.~~
- Servicing and repair technology related to a wide variety of motorized equipment and vehicles including internal combustion engines, generators, and complex electrical and hydraulic systems.
- Cleaning and storing methods for hazardous materials including engine fluids and anti-freeze.
- Training and supervision techniques.
- Safety standards and precautions.

Skill and Ability to:

- Perform heavy and physically demanding work for lengthy and continuous periods of time.
- Work nights, weekends, and holidays.
- Maintain records, inventories of equipment, files and related functions.
- Inspect and diagnose mechanical troubles and determine appropriate maintenance and repair needs.
- Supervise and lead the work of others.
- Establish and maintain effective working relationships with others.
- Use maintenance and repair equipment and tools in diagnosing, maintaining, and repairing a wide variety of motorized equipment.
- Schedule and set priorities for work to be accomplished.
- Interpret and work from sketches and diagrams.
- Adapt available tools and repair parts and equipment to specific operating equipment problems.
- Order and identify parts necessary for maintenance and repair work.

LICENSE AND CERTIFICATES

Possession of a valid California class B driver's license with a passenger endorsement; a class B permit will be accepted for the first 90 days of appointment.

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OTHER REQUIREMENTS

At time of hire, must provide own tools of type and quantity necessary for journey-level vehicle and equipment maintenance and repair.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: ~~completion of the twelfth grade high school graduation or equivalent~~ with additional course work and/or training in supervision and five (5) years of experience as a journey level Mechanic. Heavy duty and alternative fuels experience desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Maybe be required to work evenings, or weekends, and holidays.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes and oxygen breathing apparatus.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts. May be required to work around electrical current.
- Is subject to inside and outside environmental conditions.