

EQUIPMENT SUPERVISOR

Class Definition

Under direction, supervises diagnostic, repair and maintenance work on a diverse automotive and equipment fleet and the operation of an automotive parts inventory system and may perform specialized work to develop equipment specifications, coordinate acquisition schedules, oversee mandated program compliance, and other fleet statistical analyses.

Distinguishing Characteristics

Equipment Supervisor is a first-line supervisory class. Reporting to senior management, incumbents supervise equipment repair and maintenance personnel, the purchase, inventory and issuance of diverse automotive parts and perform complex technical fleet work related to the purchase, operation and statistical analyses of vehicles and equipment. Considerable independent judgement must be exercised in identifying, recommending and implementing cost savings and efficiency measures related to fleet equipment purchase and operation.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Supervises personnel engaged in the repair and maintenance of a diverse fleet of vehicles and equipment.

Supervises the purchase, stocking and issuance of diverse automotive parts and supplies with appropriate inventory controls and records.

Reviews fleet needs of departments; drafts requirements specifications formatted for the bidding and acquisition of vehicles and equipment.

Corresponds and maintains liaison with equipment suppliers; inspects bids submitted; ensures manufacturer's compliance and recommends acquisition.

Conducts life cycle analysis to determine fleet replacement schedules and appropriate charges and studies to optimize fleet operating efficiency.

Inputs, updates, retrieves and verifies diverse information using a personal computer and equipment management and automated fuel systems.

Administers program compliance with federal, state and local mandates; responsible for the accurate and timely reporting to ensure conformance.

Provides staff support in such areas as budget preparation, special research projects, statistical

analysis, and requisitions.

Trains and instructs subordinate staff in repair and maintenance procedures, the use of automotive diagnostic and repair equipment and insures proper tools and instructional materials are available.

Inspects work throughout the repair process and diagnoses mechanical solutions in the more complex or difficult cases.

Insures that forms and time cards are completed timely and correctly.

Performs related duties as required.

Knowledge, Abilities, and Skills

Thorough knowledge of the practices, materials, and tools of the automotive and equipment repair trade and the operating traits of a diverse fleet.

Knowledge of vehicle and equipment specification development and acquisition methods and procedures.

Knowledge of inventory control procedures, warehousing practices and automotive parts, supplies and services procurement.

Knowledge of the principles and practices of public administration, governmental budgeting, personnel administration, procurement methods, and current office management methods and practices.

Extensive knowledge of the operational principles of a diverse fleet of vehicles and equipment, gasoline, diesel and alternatively fueled engines and accepted practices for preventive maintenance and repair of the fleet.

Knowledge of federal, state and local safety and performance regulations for equipment and the trade, including CAL OSHA requirements, and ability to interpret and apply complex legislation.

Ability to diagnose defects in and repair a wide variety of automobile and construction equipment.

Ability to plan the work of, and supervise skilled mechanics and other employees.

Ability to collect, compile, and interpret technical and statistical data and to analyze problems and make appropriate recommendations.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to use diverse computer software applications and work stations.

Minimum Qualifications

Completion of 30 semester units of course work from an accredited college or university in public or business administration, automotive or industrial technology, or related field; AND, two years of experience either as a journey-level mechanic and/or in the specification and acquisition of automotive vehicles and equipment and/or in controlling the inventory of an automotive, transit, and/or mechanical parts store room, which included, or is supplemented by, six months of lead work experience. Additional qualifying experience may be substituted for the required education on a one year equals 15 units basis.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

Recruitment may be limited to a specific area of expertise as required by operational needs. The specific areas of expertise are listed below:

1. Light Equipment Repair and Maintenance
2. Heavy Equipment Repair and Maintenance
3. Specification and Acquisition of Automotive Vehicles and Equipment
4. Inventory Control of an Automotive, Transit, and/or Mechanical Parts Store Room

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 01/30/2000