



CLASS SPECIFICATION

Class Code: 8109
Date Est: 07/1988
Last Rev: 10/2018
Last Title Chg: 01/1994
FLSA: exempt
Probation: 12 months

EQUIPMENT SERVICES SUPERVISOR

DEFINITION

Under general direction of the Equipment Services Superintendent, plans, coordinates and supervises general repairs and preventative maintenance, body repair, emergency equipment installation, and welding/fabrication functions for County automotive vehicles, medium and heavy equipment; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of progressively responsible work experience in skilled automotive vehicles, and medium and heavy equipment maintenance and repair work, including work on both mechanical and electrical systems, including at least one year in a supervisory or lead position; OR any equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, supervise and direct the various assigned maintenance and repair functions for County automotive vehicles, and medium and heavy equipment.

Supervise assigned staff, determining work performance standards, conducting performance evaluations, providing direction to staff, conducting employment interviews and handling disciplinary problems.

Schedule staff assignments and projects.

Analyze internal procedures, policies, preventive maintenance programs and workload to analyze costs, develop more efficient systems and prepare management reports.

Develop plans for preventive maintenance and schedule servicing and maintenance work, based upon computerized service records and within manufacturer guidelines.

Determine the cost effectiveness of making repairs in comparison with purchasing new parts and equipment, making purchasing decisions.

Consult with County departments to establish equipment needs and preventive maintenance schedules.

Meet with vendors, evaluate the quality of products and compare prices to determine the most cost effective purchases.

Coordinate accident related repairs with Risk Management, ensuring that reports are completed, determining necessary repairs, inspecting completed work and bringing closure to insurance claims.

Develop recommendations and present information to County departments and committees regarding maintenance and repair, and safe operation of Washoe County vehicles and equipment.

Contact vendors regarding repair of vehicles and equipment under warranty, determining the extent of warranty coverage.

Assist with budget planning and expenditure control.

Conduct inspections, review work-in-progress and ensure proper completion of projects.

Ensure that County vehicles and equipment are properly titled and registered and all necessary paperwork is placed in all County vehicles.

Monitor activities and ensure compliance with requirements regarding storage, use and disposal of hazardous materials.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County policies and procedures regarding automotive and equipment maintenance and repair.

Environmental Protection Agency standards and regulations.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination and EEO.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Plan, coordinate and direct assigned functions and activities to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Comprehensive knowledge of methods, materials and equipment used in the maintenance and repair of automotive, medium, and heavy equipment.

Work safety methods and procedures.

Principles of supervision, training and employee evaluation.

Ability to:

Interpret and analyze computerized maintenance and service records.

Assist with budget development and expenditure control.

Skillfully use the tools and equipment of the mechanic trade.

Schedule work for maintenance and repair projects.

Maintain records and prepare reports.

Read and comprehend technical manuals.

Maintain cooperative relationships with other staff.

Effectively represent the Department with vendors and other County staff.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 75 lbs. Corrected hearing and vision to normal range. Verbal communication ability. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to grease, oils, and lubricants.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.