



CLASS SPECIFICATION

Class Code: 15200
Date Est: 2/80
Last Rev: 7/98
Last Title Chg:
FLSA: Executive

EQUIPMENT SERVICES SUPERINTENDENT

DEFINITION

Under administrative direction, plans, organizes, and directs the Equipment Services Division of the General Services Department; and performs related work as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

Five years of supervisory experience in equipment management, maintenance and repair; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

This is a full supervisory, management, and administrative classification for the Equipment Services Division of the General Services Department.

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

Direct, organize, and manage, the functions and activities of the Equipment Services Division of the General Services Department including the maintenance, repair, replacement, procurement, and disposition of County-owned vehicles and equipment.

Review equipment and operation cost data for efficiencies and compliance with performance measurements, developing methods and plans to ensure efficient usage of equipment, and service delivery methods.

Prepare periodic cost and operational reports; review budgetary data in order to monitor division revenue and expenses.

Develop and recommend County policies, rules, regulations, and cost limits regarding the procurement, repair, maintenance, and replacement of vehicles and equipment for Washoe County.

Manage and participate in the development and implementation of goals, objectives, policies, and policies concerning equipment management, maintenance/ repair programs, and budgetary priorities.

Develop and implement long- and short-range equipment replacement plans, including specifications for new equipment and disposal of obsolete equipment.

Direct the acceptance of warranty and contract agreements.

Develop and administer the Department budget, developing projections for staffing, materials, and services requirements and recommending and justifying additional staff, equipment, and services.

Evaluate operational performance, reviewing work methods and procedures and developing implementing changes in work processes to enhance efficiency.

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

Represent the Division; explaining equipment services policies, and goals.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary 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:

Departmental/division policies and procedures.

Countywide personnel policies.

Computer software specific to the department/division.

Washoe County budget processes and pertinent policies and procedures of other County departments. (e.g., Purchasing, Finance, Risk Management).

Ability to:

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

Plan, coordinate, and direct the operations of the Equipment Services Division to achieve established goals and maximize 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:

Principles and practices of management and supervision; including program planning, implementation, and administration.

Principles of budget preparation and fiscal accounting.

Principles and practices of equipment management and related maintenance and repair activities.

Materials, equipment, and operation use in general automotive and mechanical repair shops.

General techniques, materials, and practices of automotive mechanics and related trades.

Development of equipment specifications and standards.

Federal, State, and local EPA regulations.

Ability to:

Interpret, understand, and apply technical reports, statutes, rules, and regulations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Develop and administer the Division budget.

Communicate effectively both orally and in writing.

Prepare and interpret specifications for the purchase of equipment.

Maintain cooperative working relationships with division staff, professional engineers, contractors, management staff, elected officials, the general public, and representatives of other departments.

Make presentations and represent the Washoe County Equipment Services Division in various public forums such as County Commission meetings.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand, and walk. Ability to climb, stoop, bend, crouch, and kneel. Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, and telephones. Work is performed in an office environment. Work is occasionally performed in shop and outdoor environments. Some exposure to grease, oil, solvents, and electricity. Some work is performed around moving vehicles and equipment.

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