



## **AUTOMOTIVE AND EQUIPMENT MAINTENANCE SUPERVISOR**

FC: MC215  
PB: 05

PC: 880  
BU: 31  
August 2001

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Supervises and coordinates automotive and equipment maintenance program activities and operations within the Non-Revenue Vehicle Maintenance Division; oversees and coordinates the work of staff responsible for skilled fabrication, tool and material supply, and shop support work; and provides highly responsible and complex staff assistance to the Manager of Automotive and Equipment Maintenance; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the first full supervisory level over classes engaged in the maintenance, repair and modification of a wide variety of automotive and maintenance equipment, including fixed and high rail equipment, as well as classes engaged in skilled machining, welding, and metal working, and stock inventory and special parts planning and delivery. Incumbents are expected to exercise considerable latitude and independent judgment in the day-to-day conduct of work, often over multiple shifts or work sites. This class is distinguished from higher supervisory and management levels in that the Automotive and Equipment Supervisor has primary responsibility for the supervision of a group or groups of employees engaged in a single function, whereas the Manager of Automotive and Equipment Maintenance administers a broader range of functional areas, at the division head level.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Coordinates the organization, staffing and operational activities for the automotive and equipment maintenance program including skilled fabrication, tool and material supply, and shop support work.
2. Participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.

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4. Directs, coordinates and reviews the work plan for assigned automotive and equipment maintenance services and activities; develops work schedules; assigns work activities and projects; monitors work assignments; reviews and evaluates methods and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates and evaluates automotive and equipment maintenance personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Provides instruction and advice regarding vehicle maintenance and repair and fabrication and supply issues; inspects work performed; ensures work complies with District and mandated standards.
7. Conducts investigations of accidents; prepares necessary reports for insurance and liability purposes; ensures a safe working environment for shop employees.
8. Maintains computerized preventative maintenance schedules; coordinates licensing of new vehicles; works with outside contractors to ensure their equipment is in compliance with District requirements.
9. Reads and interprets blueprints, plans, manuals, diagrams and specifications of work performed.
10. Provides staff assistance to the Manager of Automotive and Equipment Maintenance.
11. Participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
12. Coordinates automotive and equipment maintenance activities with those of other shifts, divisions, outside agencies and organizations.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of automotive and equipment maintenance.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of an automotive and equipment maintenance program.

Materials, tools and equipment used in the maintenance, repair and modification of automotive and heavy equipment.

Methods and techniques, tools and materials used in metal working, welding and fabricating.

Fleet management and administration.

Current practices of shop inventory planning and control.

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Operating characteristics, repair and maintenance of a variety of light and heavy equipment.

Principles of supervision, training and performance evaluation.

Occupational hazards and standard safety practices necessary in assigned area of work.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Managing, supervising and coordinating automotive and equipment maintenance services.

Selecting, supervising, training and evaluating staff.

Reading and interpreting equipment blueprints, diagrams, manuals and specifications.

Developing and maintaining parts supply operation.

Investigating and analyzing cause of accidents in assigned areas.

Preparing and maintaining records and maintenance schedules.

Interpreting and explaining District's maintenance policies and procedures.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

Requires maintaining physical condition necessary for working on slippery or uneven surfaces; exposure to heat, cold, electrical energy and heavy equipment.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a high school diploma, GED or recognized equivalent.

### **Experience:**

Four (4) years of (full-time equivalent) verifiable experience in automotive and equipment maintenance which must have included at least one (1) year of administrative and/or lead supervisory experience.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office and field environment; work on slippery or uneven surfaces; exposure to heat, cold, electrical energy, and heavy equipment.

### **Physical Conditions:**

Walking, standing or sitting for prolonged periods of time.

**EEOC Code: 02**

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