

EQUIPMENT MAINTENANCE SUPERVISOR

JOB PURPOSE AND SUMMARY

Supervises, plans and coordinates the activities and operations of the maintenance facility within the Equipment Services section of Public Works. This section performs preventive maintenance and repair on all County equipment and contracted equipment including motor pool and Sheriff's vehicles, heavy equipment and light maintenance equipment. Equipment services programs and staff assure the quality and timeliness of repair and preventive maintenance functions, and provides responsible assistance to the Fleet Services Manager.

CLASSIFICATION DISTINCTIONS

This is the first supervisory level above the leadworker in Equipment Services. The incumbent works under the general direction of the Fleet Services Manager, and is responsible for solving complex scheduling and mechanical problems within the work unit. Exercises considerable independent judgment and discretion in carrying out operational activities and meeting goals and expectations of the division. This position supervises the Service Writer, Equipment Technician and Equipment Technician II/Leadworker classifications and has the authority to impose or effectively recommend disciplinary action and handle employee grievances at the first step.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Supervises, reviews and evaluates the work of maintenance staff; effectively recommends disciplinary action and selection of new employees; hires temporary employees in maintenance functions.
- Schedules all work to be performed by maintenance staff.
- Supervises the preparation of, or prepares, all Repair Orders including a complete description of work to be performed and complete charge numbers.
- Reviews and approves all major purchase requisitions; insures proper coding.
- Reviews and approves all time cards; checks coding daily.
- Schedules all maintenance staff vacations; may schedule staff training.
- Schedules accident repairs, service estimates and purchase orders with vendors and County departments; requests opening of reimbursable work orders as required.

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- Handles warranty repairs with vendors, follows up on ongoing problems; documents all warranty repair in fleet maintenance system.
- Prepares and reviews cost estimates and fabrication drawings for in-house and outside County projects; may authorize project initiation.
- Schedules repair for outside accounts; closes monthly accounts receivable.
- Checks in new equipment; schedules in-house and outside labor to prepare equipment for maintenance activities. (e.g. snow plows, sanders, spreader boxes, radios, and safety items).
- Reports on-the-job accidents to Fleet Services Manager and to Risk Management as soon as possible; issues corrective action as needed.
- Advises Fleet Services Manager of needed repairs exceeding \$1000, prior to authorizing work. (Note: Fleet Supervisor will approve in Manager's absence).
- Supervises the maintenance of history folders for all ER&R equipment.
- Insures safety, quality, and efficiency of all maintenance activities.
- Performs related work as required.

QUALIFICATIONS

Education and Experience:

- Five years of progressively responsible experience in the maintenance and repair of gasoline and diesel motor vehicles and heavy equipment required, with at least three of those years in managerial or administrative experience operating an automotive, heavy, and/or industrial commercial equipment fleet.
- A Bachelor's Degree in business administration, public administration, or a closely related field is desired. The degree must have been conferred by an institution of higher education and have National Recognition of Accrediting Agencies by the U.S. Secretary of Education, and official transcripts will be required at the time of hire.
- Master Automotive Service Excellence (ASE) Certification is desired.
- Certified Automotive Fleet specialist (CAFS) is desired.
- Any combination of training and experience that would provide the required knowledge and abilities will be considered.

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Knowledge of: Vehicle and heavy fleet requirements and usages for a variety of municipal applications including heavy road maintenance and construction equipment, sheriff and other enforcement vehicles, marine equipment, landscape maintenance equipment, passenger vehicles and light equipment; principles of equipment maintenance management, including scheduling, inventory and fleet preventive maintenance; principles of supervision, training and performance evaluation; personal computers and fleet maintenance related software and experience using Microsoft Word and Excel software; safety and health risks, practices and state compliance standards.

Ability to: Read and interpret a variety of technically complex service and repair manuals, manufacturer's bulletins, schematic drawings and material specifications; research mechanical repair needs and estimate the cost and time of repairs accurately; supervise, train and evaluate assigned staff; maintain computer and manual record systems, inventories and programs; communicate clearly, both orally and in writing; establish and maintain effective working relationships with staff, supervisors, other agencies and the public; promote working relations and employee morale; possession of , or ability to obtain, a valid motor vehicle operator's license and commercial driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Duties are typically performed in an office setting and on the shop floor. Sitting, standing and walking are frequent activities. May occasionally stoop, bend or exert necessary physical strength in order to assist in or supervise maintenance activities.

Office Use: 6/22/2000
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