

City of Salem
CLASS SPECIFICATION

CLASS TITLE: Equipment Shop Supervisor	CLASS CODE: 0665
DEPARTMENT: General Services	FLSA: E
REPORTS TO: Fleet/Warehouse Superintendent	DATE: 3/24/2004 (rev.)

Job Summary:

Plans, directs and supervises the activities of technicians and specialists in the operation of a large equipment maintenance Shop. Oversees the operations of the Shop and maintains equipment for City departments.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Maintains and reviews operating and crew records; evaluates equipment maintenance/repair times, quality and cost by individual employees.
2. Plans, assigns and supervises work of subordinates to ensure effective operations; prioritizes work assignments and inspects work; administers leave approval and discipline of subordinates on both shifts.
3. Researches and develops complete procurement specifications and matrices for Fleet vehicles and equipment. Coordinates with Purchasing and customers in acquisition of specified equipment in accordance with purchasing rules and regulations.
4. Manages inventory of shop equipment, parts and materials. Conducts annual inventories.
5. Handles customer requests and setup of all new equipment.
6. Prepares drawings and layouts for approval by customers on equipment upgrades/upfits.
7. Projects completion dates for various projects and plans that are maintained weekly.
8. Prepares Shop policies and procedures for shop floor operations and conducts Shop operations in accord with City and departmental policies.
9. Ensures vehicles are commissioned, maintained and repaired in accordance with customer's needs and City's operational standards.
10. Develops and maintains constructive, cooperative working relationships with co-workers, vendors, other agencies and the public.
11. Services and inspects equipment according to manufacturer's standard; inspects new equipment to ensure specifications are met. Deals directly with vendors on non-compliant items and coordinates corrective action.
12. Reviews and prepares time slips daily to submit to accountants for payroll.
13. Processes repair orders, invoices, leave slips, etc.
14. Maintains high employee involvement in accident prevention and investigation programs; enforces safety rules and policies.
15. Conducts monthly Shop safety meetings and maintains active involvement with Risk Management and Safety Committee.
16. Interviews candidates and hires new employees as needed. Provides guidance and assistance to integrate new employees into Shop and City business methods, procedures and policies.
17. Prepares formal evaluation of employee performance and conducts annual performance appraisals.
18. Assists Superintendent with instituting a Shop performance measurement system. Assesses employee technical capabilities; develops and implements personnel training and development programs.

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19. Assists in preparing and monitoring annual budget for equipment replacement and makes recommendations for necessary or desirable changes.
20. Provides for high daily availability of Fleet equipment.
21. Ensures proper Shop data entry/data integrity and use of management information in computerized fleet management system.

Important Job Functions

1. Attends management seminars, classes and various conferences as required to maintain and increase professional knowledge.
2. Assumes the responsibilities of the Fleet/Warehouse Superintendent during absences.
3. Appropriately responds to calls for snow and ice support.
4. Assembles information/data for reports and studies.
5. Monitors fuel depots to ensure adequate quantities of fuel are maintained for City equipment and functions.
6. Other duties as assigned by Fleet/Warehouse Superintendent.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Minimum 2 years experience directly supervising mechanics; and Associate degree from an accredited college or university in automotive and diesel truck technology; and

Five (5) to seven (7) years of experience in automotive/heavy equipment maintenance and repair; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Class A commercial driver's license

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic and complex equipment repair procedures of small and large equipment, including lawn mowers, construction equipment, diesel powered and gas powered heavy trucks, automobiles and specialty equipment.
- Practical business management and application of contemporary office practices and procedures.
- Mechanical functions of a wide variety of equipment.
- Legal requirements for limits on vehicles, lighting and safety equipment.

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- Proper record keeping and billing procedures.
- Union contracts and personnel actions.
- Legal aspects of procurement process regarding government entities.
- Basic office computer software products.
- Equipment upfitting and related fabrication practices.

Ability to:

- Read and understand complex technical information pertaining to equipment specifications, requirements and limits.
- Use a personal computer and various software packages.
- Supervise, schedule and manage Shop staff.
- Work safely with and around hazardous machinery.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with co-workers, vendors, other agencies and the public.
- Perform simple accounting computations and procedures.
- Schedule Shop workload.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Lift up to 50 pounds.
- Climb onto and around large machinery.
- Visually and audibly detect leaks, cracks and other defects in equipment.
- Work in hazardous conditions including wet surroundings, loud noises and dust and fumes.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.