

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Assistant Equipment Shop Supervisor	CLASS. CODE: 0666
DEPARTMENT:	General Services	FLSA: E
REPORTS TO:	Equipment Shop Supervisor	DATE: 7/1/2002

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**Job Summary:**

Assists in providing supervision for the operation of a large equipment repair shop, by direct supervision and through subordinate supervisors, scheduling the utilization of personnel and equipment to achieve maximum shop productivity/effectiveness.

**Essential Job Functions**

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

1. Receives direct supervision from the Equipment Shop Supervisor.
2. Oversees the Swing Shift; plans, directs, coordinates, inspects, and participates in the work of a number of skilled personnel involved in maintenance and repair; and rebuilds all types of equipment.
3. Assists in work planning, assignments, leave approval, selection, evaluation, and discipline of subordinates.
4. Assists in maintaining and reviewing operating and crew records; evaluates equipment repair time and costs by individual employees.
5. Institutes and conducts a routine mechanical and safety inspection schedule of all equipment.
6. Test drives or operates all equipment and reports mechanical or safety defects.
7. Investigates complaints from departments regarding mechanical condition of equipment.
8. Recommends and assists in establishing preventative maintenance program for equipment.
9. Maintains high employee involvement in accident prevention, accident investigation, record keeping and enforcement of all safety rules and policies.
10. Coordinates with all departments when repairs/maintenance are needed.
11. Follows guidelines in accordance with all City, AFSCME, and Divisional policies.

**Important Job Functions**

1. Assists in coordinating outside repair of equipment.
2. Assists in planning, organizing, scheduling, inspecting, and, when necessary, participates in the work of subordinates; develops work plans, evaluates work performance and assists in developing long-range staffing requirements.
3. Assists in preparation and monitoring of annual budget for functional area, development of equipment replacement lists, and makes recommendations for necessary or desirable changes in utilization of resources in order to meet changing work requirements or financial circumstances.
4. Conducts assigned research, procedural, and administrative studies and prepares reports containing proposed or recommended solutions or course of action.
5. Assists in the direction or implementation of programs or procedures as approved.
6. Instructs and advises operators regarding proper operation of equipment.
7. Reports incidents involving vandalism, pilferage, or equipment abuse.
8. Performs other duties as required by supervisor.
9. Attends meetings and various training seminars and conferences as required.

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**MATERIAL AND EQUIPMENT USED:**

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

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree from an accredited college or university automotive or diesel mechanics or a related field; and,

Five (5) to Seven (7) years of experience in a related field; 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):**

- None required.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Inspecting, maintenance, repairs, and rebuild of all types of motorized or hydraulic equipment in a large municipal fleet shop.
- New equipment in the market and their functions.
- Supervision of employees including the planning, directing, coordinating, inspecting, evaluation, and discipline of subordinates.
- Budgetary and purchasing procedures and practices.
- City policies and the guidelines of the AFSCME Union Contract.
- Regulatory occupational hazards and safety precautions related to the work in a large fleet shop.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Instruct the technicians on their repair of the new equipment in the market.
- Organize and work independently and make decisions with minimal supervision.
- Understand priorities and set work schedules for employees to achieve maximum productivity.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Bend, kneel, stoop, crawl under and climb on all types of equipment for inspection.
- Lift up to 100 pounds on occasion.

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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.