

**CITY OF SALEM
EQUIPMENT ASSISTANT**

**00667
30667
50667**

NATURE OF WORK

This is responsible professional administrative work relating to assisting in the direction of the central equipment operation to include equipment dispatch, shop area improvement and overall security of the City Shop complex.

Work involves substantial responsibility by providing assistance to the Equipment Superintendent in carrying out special projects and attending to administrative details. Work requires the exercise of independent judgment and initiative and the application of considerable knowledge of organizational programs and procedures in meeting a wide variety of work problems involving continual public, intergovernmental and interdepartmental relations. An incumbent of this class receives supervision from the Equipment Superintendent. Supervision is not normally a responsibility of this position except in the absence of the Equipment Superintendent.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the duties listed and many positions will involve duties which are not listed.)

Designates equipment users by department and dispatches according to demonstrated need; performs field inspections of equipment and observes performance.

Monitors City Shop complex and takes action to assure a neat and tidy environment; may involve operation of various City equipment.

Assists in sale of disposable equipment.

Prepares sketches for modification of existing facilities in the shop area complex for presentation to the shop Area Improvement Committee; is an active member of the shop Area Improvement Committee.

Coordinates outside repair of equipment, obtaining at least three estimates; coordinates rental of equipment from vendors; assures bills submitted are correct.

Schedules equipment into the Division paint shop.

Conducts assigned research, procedural and administrative studies and prepares reports containing proposed or recommended solutions or courses of action; assists in the direction of implementation of programs or procedures as approved.

Assists in the preparation of the annual budget and equipment replacement list.

Acts in capacity of the Equipment Superintendent in the absence of the Superintendent.

Performs related work as required.

WORK QUALIFICATIONS

Considerable experience of an administrative nature in managing the operation of a large fleet of equipment or an automotive garage; or any combination of experience and training which provides the following knowledges, abilities and skills:

Considerable knowledge of management techniques and procedures as related to equipment field operations.

Considerable knowledge of the operation and maintenance of automotive and heavy duty equipment.

Considerable knowledge of the operations, functions, policies and procedures of the Equipment Division and how these relate to the City organization as a whole or the ability to acquire such knowledge.

Ability to assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to perform arithmetical calculations and to maintain records.

Ability to provide effective leadership and coordination in developing solutions, recommending new techniques and supervising staff procedures.

Ability to establish and maintain effective working relationships with employees, officials and the public.

Possession of a valid Oregon Driver's License or the ability to obtain one before appointment; ability to meet City driving criteria.

Personnel Director

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