

CITY OF SALINAS

EQUIPMENT MECHANIC CREW SUPERVISOR

BARGAINING UNIT/CLASS CODE:
SEIU SUPV. /15.5446

DEFINITION

To assume substantial responsibilities for planning, assigning, supervising and reviewing the work of a crew of skilled and semi-skilled workers in the repair and maintenance of a wide variety of gasoline and diesel automotive, construction and mechanical equipment.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and supervisory class in the Equipment Mechanic class series. This class assumes responsibility for the daily supervision of the vehicle and equipment maintenance shop to include all aspects of maintenance, safety and quality control. While spending some time participating in repair work, the majority of time is spent on diagnosis of mechanical problems and administrative duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Fleet Maintenance Manager or Superintendent of Maintenance Services. Exercises functional supervision over equipment mechanic personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Coordinate with the Fleet Maintenance Manager or Superintendent of Maintenance Services to plan, assign, supervise and review the work of mechanics and other workers engaged in the overhaul, maintenance and repair of a variety of automotive, construction and mechanical equipment. Inspect work in progress and upon completion for compliance with policies, procedures and standard trade practices. Make initial inspections in difficult cases and diagnose mechanical defects. Oversee the City's preventive maintenance program and scheduling of vehicles and equipment for preventive maintenance. Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs. Utilize computer and fleet inventory software to prepare reports, maintain records of time, materials and equipment used; order supplies and materials. Coordinate equipment repair with operating departments. Design and write specifications for new vehicle/equipment acquisition. Perform modern fleet supervision techniques. Coordinate the establishment of and compliance with work methods and procedures with equipment maintenance administrative personnel. Perform data entry on the automated vehicle maintenance program. Insure the adherence to safe work practices by shop personnel. Check new equipment to ensure operational correctness. Provide training for subordinates. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical mobility and stamina to stand and walk for long periods of time, and to walk over uneven surfaces. Physical agility to push/pull, squat, twist, turn, bend, climb, stoop and reach overhead. Physical strength to lift up to 75 pounds, and up to 90 pounds with assistance. Manual dexterity sufficient to use hand and power tools. Hearing and speaking ability sufficient to converse over the telephone, two-way radio and in person often over the noise of machinery and traffic, to detect and describe noises in machinery. Vision sufficient to read fine printed materials on labels, manuals, diagrams, to work with color-coded wires with no color deficiencies, and to drive. Detect odors. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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EQUIPMENT MECHANIC CREW SUPERVISOR (continued)**

WORK CONDITIONS

Willingness and ability to work outdoors in a service bay, and occasionally in emergency situations, work under adverse weather conditions such as at night, in heavy traffic, in heat, cold and rain; wear a uniform and appropriate safety equipment; and attend workshops and classes as required. Work in and around potentially hazardous materials including various petroleum products, grease, motor oil, brake fluid, antifreeze, and Freon. Able to work in an environment with high levels of equipment noise.

QUALIFICATIONS

Knowledge of:

Modern methods, materials, tools, and equipment used in automotive, light and heavy equipment maintenance and repair. Operating and repair characteristics of the full range of City-owned equipment and vehicles. Occupational hazards and standard safety precautions necessary in the work. Principles and operation of gasoline and diesel engines. Computer and fleet inventory software. Principles and practices of supervision, work planning, training, communication and evaluation of work and staff performance.

Ability to:

Plan, assign, supervise, and evaluate the work of skilled mechanics and other maintenance shop workers. Diagnose defects in and repair a variety of equipment and vehicles. Work in a standard office environment and use standard office equipment and current software. Prepare and maintain records and reports. Supervise, train and evaluate subordinates. Establish and maintain cooperative working relationships with others.

Skills to:

Perform routine to complex mechanical repair work. Operate a variety of power and hand tools. Operate a computer and modern office equipment.

License or Certificate:

Possess a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the twelfth grade and five years of progressively responsible journey level experience in automotive, light and heavy-duty equipment maintenance and repair, including two years in a lead worker capacity.

Reviewed  _____
Department Director

Approved  _____
Human Resources Officer

Approval Date 6.8.18

**ORIG: 2-84, REV: 2-94, REV: 01-07,
REV 04-17, REV: 05-18**