

**City of San José**  
**CLASS SPECIFICATION**

**Title: Equipment Maintenance Supervisor I/II (3327/3330)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Public Works	Fleet Manager	Non-exempt

**CLASS SUMMARY**

Under direction, performs supervisory work of considerable difficulty in the repair of mechanized equipment, the inspection, repair, and installation of special automotive equipment, in the fabrication, modification, and welding of equipment and vehicles, and in monitoring outside contracts. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two level flexibly-staffed class and is the first supervisory level in the Mechanic series responsible for the supervision of employees engaged in the installation, modification, maintenance and repair of special equipment, automotive equipment, and heavy equipment and in monitoring contracts with outside vendors. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned operation/program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class differs from Senior Mechanic I/II in that it has full supervisory responsibility over one or more repair sites. It differs from Fleet Manager in that the latter has overall management responsibility for the Fleet and Equipment Services Division.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Equipment Maintenance Supervisor I**

**Education and Experience**

Completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate AND four (4) years of experience in journey-level automotive and heavy equipment repair, machining, or metalworking.

**Acceptable Substitution**

Completion of an Associate's or Bachelor's degree from an accredited college or university may substitute for two (2) of the four (4) years of experience in journey-level automotive and heavy equipment repair, machining, or metalworking.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possess and maintain a valid State of California driver's license.

**Equipment Maintenance Supervisor II**

**Education and Experience**

Completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate AND four (4) years experience in journey-level automotive and heavy equipment repair, machining, or metalworking, including at least one (1) year of experience as an Equipment Maintenance Supervisor I.

**Acceptable Substitution**

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Completion of an Associate's or Bachelor's degree from an accredited college or university may substitute for two (2) of the four (4) years of experience in journey-level automotive and heavy equipment repair, machining, or metalworking.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possess and maintain one of the following certifications: NAFA Fleet Management Association Maintenance Management Certification, OR NAFA Fleet Management Association Certified Automotive Fleet Manager, OR American Public Works Association (APWA) Certified Public Fleet Professional.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, such as:
  - Repairs of mechanized equipment.
  - Safety laws, rules, practices and precautions for vehicles, equipment, and employees engaged in installations, modification, and repair.
  - Industry standards and practices as they relate to fleet management.
  - Local government budgeting process.
  - Reading and interpreting manufacturers' operating and service manuals.
  - Purchasing, maintaining, and controlling adequate inventories of supplies, equipment, parts and tools.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Continuous Improvement - Actively identifies new areas for learning and regularly creates and takes advantage of learning opportunities.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

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- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

Knowledge of:

- Welding, fabrication, and machine work.
- Labor rates, parts, and material costs.

Ability to:

- Read and interpret vehicle technical drawings.
- Obtain a City driving permit.
- Manage multiple projects and small contracts.
- Interpret automotive specifications and comprehensive reports.
- Manage a section budget.

The following certifications are highly desirable:

Equipment Maintenance Supervisor I

- Possession of a valid State of California Class A or B driver's license with applicable endorsements.
- NAFA Fleet Management Association Maintenance Management Certification.

Equipment Maintenance Supervisor II

- Possession of a valid State of California Class A or B driver's license with applicable endorsements.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FREQUENCY*
1.	Manages, leads, and ensures cost effective and timely preventive maintenance, repair and modifications of City-owned fleet assets; schedules, assigns, and evaluates work performed by staff and vendors; ensures completion of work with minimum downtime.	Daily
2.	Communicates continuously with staff, customers, and vendors on asset status; works closely with Fleet Management team to maintain and improve service delivery.	Daily
3.	Reviews work orders before closing to ensure completeness and accuracy such as the customer information, proper coding, comments of work performed, labor task codes used correctly, parts are charged, and commercial work is posted; ensures work orders are closed in a timely manner.	Daily
4.	Ensures compliance with safety standards and regulations at all City fleet shops and remote City locations with fleet service and repair activity; ensures employees use best practices and personal protective equipment at all times; coordinates safety workshops for fleet staff.	Daily

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DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
5.	Ensures hazardous materials program is in compliance at all times, including but not limited to shop and facility records (both hardcopy and electronic), inspections, storage, disposal, staff training.	Daily
6.	Obtains and reviews estimates, inspection reports and invoices from vendors; coordinates and schedules commercial work at City and vendor locations.	Weekly
7.	Conducts periodic and timely review of vendor open purchase orders (OP) to ensure strict compliance with contracts and budgets; ensures parts processes are adhered to and within budget; maintains and updates vendor OPs with new or modified specifications when necessary; monitors and records vendor performance to ensure contract compliance and service delivery; works with Finance Department to address vendors not adhering to contracts.	Weekly
8.	Utilizes reporting resources for analyzing data and information for identifying trends, improvement opportunities and competitive service delivery.	Weekly
9.	Works with Fleet Management team to review, modify, develop and implement divisional operational policies and procedures.	Weekly
10.	Maintains tools, parts, shop equipment, and supplies utilizing approved City procurement methods; researches, analyzes and obtains tools critical for shop improved efficiencies and regulatory compliance.	As Required
11.	Ensures employee appraisals are current and administered with each employee reviewing accomplishments and targets for upcoming appraisal period; works with Office of Employee Relations to interpret and comply with established union agreements and City policies.	As Required
12.	Completes mechanical evaluations in a timely manner to prevent costly repairs and customer impacts.	As Required
13.	Works with Fleet Management team to identify staff training and resource needs; coordinate and track all necessary training.	As Required
14.	Participates in regional and national fleet management groups for benchmarking and staying current with best industry practices.	As Required
15.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person, in writing, and via various electronic mediums such as telephone, computer, radio, etc.;
- Maintain professional demeanor during interactions with staff, customers and the public.

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- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 5/80, Rev. 3/83, Rev. 9/83, Rev. 6/86, Rev. 11/88, Rev. 8/89, Rev. 4/92, Rev. 4/98, Rev. and retitle 01/19; s003*