

City of San José
CLASS SPECIFICATION

Title: Senior Automotive Equipment Specialist (3329)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Public Works	Varies	Non-exempt

CLASS SUMMARY

Under direction, performs work of moderate difficulty in the writing of specifications for vehicle and equipment acquisition, maintenance of equipment and vehicle inventory, and in the registration and disposal of vehicles and equipment. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single position class supervises a technical and clerical staff in the preparation of specifications for new equipment and vehicle procurement, and supervises the maintenance of an inventory record of City motorized vehicles. This class differs from the class of Automotive Equipment Specialist in that the incumbent supervises the Automotive Equipment Specialist. The incumbent of this class reports to the Equipment Maintenance Superintendent.

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

Education and Experience

Any combination of training and experience equivalent to completion of high school AND four (4) years of specification writing leading to the purchase of automotive equipment.

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

- Possession of a valid California Driver's License at all times is a condition of employment.
- Possession of a valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

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 Knowledge, Skills, and Abilities

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

Knowledge of:

- Metric system and its conversion from U.S. equivalent.
- Mechanical principles of automotive and industrial vehicles and equipment.
- Local, state and federal vehicle codes and safety regulations.

Ability to:

- Follow oral and written instructions and prepare oral and written reports.
- Read, understand, and interpret blueprints, sketches, and technical data supplied by vendors and manufacturers.
- Supervise the maintenance of inventory control systems.

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- Prepare vehicle and equipment specifications and purchase requisitions.
- Compute estimated costs and provide written budget recommendations.

Desirable Qualifications

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

Ability to:

- Prepare written reports on monies encumbered and expended.
- Design and draw detailed sketches.
- Obtain a City driving permit.
- Develop the concept of life-cycle costing where possible and feasible in replacement and new equipment.

TYPICAL CLASS ESSENTIAL DUTIES

(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:

- Prepares and supervises the preparation of vehicle and construction equipment specifications and purchase requisitions; recommends appropriate alternatives.
- Directs the inspection of new equipment to assure conformance with bid specifications, and contacts vendor in the event of discrepancy.
- Reviews specialized equipment for applicability to City requirements.
- Develops life cycle costing where feasible.
- Maintains an up-to-date filing system of all types of old and new vehicles and equipment as needed and required.
- Sketches equipment when necessary to provide vendor with better information as to the needs of the City.
- Designs variations and alterations of equipment as needed.
- Prepares data sheets and supervises the maintenance of inventory systems on City vehicles and equipment including registration, licensing, transfer, and disposal.
- Maintains contact with vendors and updates files of equipment available from vendors.
- Supervises the maintenance of files of California Vehicle Codes and Federal Safety Regulations.
- Prepares timely reports relating to monies encumbered and expended for vehicles and equipment.

Typical End Results Include: Ensuring that new equipment and modified equipment and vehicles meet safety regulations, user requirements, and budget allocations; ensuring that budget allocations for purchase of equipment and vehicles are not exceeded; ensuring that equipment and vehicles are registered, licensed, transferred, and disposed of in accordance with current regulations, laws, and policies.

CLASSIFICATION HISTORY <i>Created 01/81, Rev. 3/83, Rev. 4/92; 3329s001</i>
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