



CITY OF CHINO

Equipment Mechanic Supervisor

Definition:

Under limited supervision, plans, coordinates, directs, and supervises activities of those involved in the maintenance and repair of gasoline, diesel and CNG powered light and heavy equipment and vehicles; controls inventory; processes parts, equipment, and supplies; and performs related work as assigned.

Class Characteristics:

The Equipment Mechanic Supervisor is responsible for the supervision of assigned equipment maintenance personnel.

Essential Functions:

- Plan, coordinate, inspect, supervise and participate in the maintenance and repair of gasoline, diesel and CNG powered light and heavy equipment and vehicles; coordinate equipment maintenance and repair activity with other divisions and City departments.
- Supervise and assign work to subordinates, providing general instructions and technical assistance; coordinate the scheduling and completion of maintenance and repair work by determining operational priorities and resolving workload problems; inspect work and evaluate for conformance to established work standards; ensure safe work methods are followed.
- Evaluate work methods and operations; plan and schedule section activities; prepare, estimate, and monitor maintenance and operating costs; evaluate section policies, procedures, and services to determine effectiveness; make changes to increase effectiveness to meet section objectives; prepare section budget and control expenditures of allocated funds.
- Develop and implement programs relative to the preventive maintenance and repair of equipment and vehicles; inspect equipment and vehicles to assess the extent and cost of needed repair; establish and maintain a variety of records regarding vehicle and equipment services; generate reports from computer data.
- Authorize purchase of parts, equipment, and supplies; supervise the control of parts, equipment, and supplies inventory.
- Coordinate the procurement of various parts, equipment, and supplies for other public works sections; prepare bid requests; write specifications for new equipment and vehicles, and obtain price quotations; ensure that inventory is maintained at levels adequate to meet equipment and vehicle maintenance and repair needs; register new equipment and vehicles.
- Respond to after-hours problems related to equipment breakdowns; evaluate needs and make required decisions to remedy the situation.
- Select staff; plan and implement employee training; evaluate employee performance; schedule vacation and leave requests; and initiate disciplinary action.

Equipment Mechanic Supervisor

- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Specialized training in the maintenance and repair of gasoline, diesel and CNG powered light and heavy equipment.

Experience:

- Four years of journey-level mechanic experience, including or supplemented by supervisory experience.

Thorough knowledge of:

- Tools, equipment, and procedures used in the maintenance and repair of gasoline, diesel and CNG powered equipment.
- Operation of City-owned light and heavy equipment.

Considerable knowledge of:

- Methods, pertinent laws, codes, safety orders, and safe work practices related to equipment operation, maintenance, and the repair facility.

Knowledge of:

- Computerized vehicle maintenance control records and fuel control systems and software.
- Principles of supervision, training, and performance evaluation.
- Record keeping, budgeting, and purchasing procedures.

Ability to:

- Plan, direct, and coordinate equipment maintenance and repair, schedule work, set priorities, and monitor work progress.
- Diagnose defects in and repair a wide variety of light and heavy equipment.
- Complete a variety of reports.

Equipment Mechanic Supervisor

- Maintain accurate records.
- Operate programs within allocated amounts.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Select, train, supervise, and evaluate employees.
- Understand, explain, and apply policies and procedures.
- Provide and enforce safety procedures and regulations.
- Estimate labor and material costs.
- Determine the requirements for major mechanical maintenance and repair work.
- Inspect and determine the adequacy of work performed.
- Read and interpret repair manuals, wiring diagrams, and schematics.
- Communicate effectively with City staff, a variety of personnel, and outside agencies.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain cooperative working relationships.

Special Requirements:

- Obtain a Class A California Driver License with endorsements within one year of the date of appointment.
- Obtain Automotive Service Excellence (ASE) Certifications within one year of the date of appointment.
- Be available to work Monday – Friday, 6:00 a.m. to 3:30 p.m.
- Be available for 24-hour emergency call outs.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II; 1, 3, 4, 5, 6, 7, 8, 12, 13, 15, 16, 17, 18, 19, 20.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 10/13/06

Replacing Equipment Mechanic Supervisor classification specification dated 7/20/2000.

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