

PUBLIC WORKS SUPERVISOR EQUIPMENT & FLEET MAINTENANCE

NATURE OF WORK

This position performs skilled supervisory work coordinating and overseeing the City's motor vehicle and construction equipment maintenance and repair program.

Work involves the responsibility of planning, scheduling, and directing the maintenance and repair of a diverse fleet of City-owned vehicles and construction equipment. Responsibilities include establishing consistent maintenance and repair practices and procedures, scheduling and assigning work, monitoring work quality, maintaining accurate records, and ensuring safe and efficient shop operations. The position supervises skilled mechanics and works under the general direction of the Director of Public Works. Work is reviewed through conferences, reports, and evaluation of results.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, and supervises the maintenance and repair of automotive vehicles, construction equipment, and related equipment; plans maintenance schedules and major repairs; prepare cost estimates as needed.
- Creates work orders, establishes work priorities, and adjusts priorities based on operational needs; assigns, monitors, and inspects work in progress and upon completion to ensure quality, efficiency, and compliance with established standards.
- Evaluates employee performance and provides direction, coaching, and technical assistance; Assists mechanics with complex or difficult diagnostic and repair work; monitors and tracks the use of parts, materials, tools, and equipment.
- Promotes a safe, clean, and well-maintained shop environment and ensures compliance with applicable safety practices.
- Coordinates repair and maintenance services with outside vendors and inspects completed vendor work.
- Assists the department director with development and administration of the equipment maintenance budget and preparation of equipment specifications; consults with other City departments regarding vehicle and equipment needs; inspects new equipment and compares to specifications.

- Requisitions paints, tools, parts, supplies, and shop equipment; obtains estimates and prepares purchase requests.
- Prepares reports and maintains accurate records related to maintenance, repairs, parts, equipment, work orders, and other activities.
- Provides in-house training for employees and coordinates outside training related to fleet maintenance, equipment, safety, and applicable technologies.
- Provides effective, efficient, and responsive customer service and promotes positive working relationships with City departments, employees, vendors, and members of the community.
- Other related duties as assigned.

REQUIREMENTS OF WORK

Graduation from high school or possession of a GED, supplemented by coursework in automotive mechanics and manufacturer-sponsored training on a variety of vehicles and equipment; considerable experience in the maintenance and repair of vehicles and equipment; or any equivalent combination of education, training, and experience that provides the knowledge, abilities, and skills necessary to successfully perform the work.

Knowledge of:

- Shop tools, diagnostic equipment, machinery, and other equipment used in the maintenance and repair of automotive, construction, and maintenance equipment.
- Maintenance requirements, operating characteristics, and repair practices for a variety of gasoline- and diesel-powered vehicles and equipment.
- Preventive maintenance practices and procedures.
- Occupational safety practices, hazards, and appropriate safety precautions associated with vehicle and equipment maintenance and repair.

Ability to:

- Plan, schedule, coordinate, direct, train, and supervise the work of employees.
- Diagnose mechanical and operational problems in automotive, construction, and maintenance equipment and determine appropriate repair methods.

- Conduct road tests, inspections, and other operational checks to verify the effectiveness and safety of repairs.
- Estimate repair costs, prioritize work, and manage available parts, materials, and resources effectively.
- Maintain accurate records and prepare clear, concise reports.
- Read, understand, and follow oral and written instructions, technical manuals, specifications, and safety procedures.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with others.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Ohio driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee will often work in outside-weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.