

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

EQUIPMENT MECHANIC SUPERVISOR

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6 mo. Promotional
Classification Series: Field Services
FLSA Status: Non-Exempt

Bargaining Unit: General Employee Association
Approved by City Council: 1-20-09
Resolution No.: 2009-11

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Director of Field Services this position manages equipment maintenance programs, responsible for the training and supervision of employees to perform the work. Supervises major overhauls and performs other repair work to diverse types of automotive and construction equipment and apparatus, and to other mechanical equipment, performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, prioritize, assign, supervise and review the work of staff responsible for providing equipment maintenance, repair and fabrication within the maintenance division;
- Provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures;
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing equipment maintenance and repair services; implement policies and procedures with the directors guidance;
- Supervise the diagnosing and locating of mechanical difficulties on city automobiles, trucks and a variety of diesel and gasoline powered maintenance and construction equipment; oversee the determination of the extent of necessary repairs;
- Ensure the adherence to safe work practices by maintenance personnel; assume responsibility of hazardous waste material or items used in the shop; and maintain appropriate records;
- Oversee the purchasing of equipment maintenance parts and materials;
- Checks and maintains special equipment such as sirens, lights, and radios used on police equipment;
- Participate in the employee recruitment selection, evaluates the job performance of subordinate employees and recommends disciplinary action;
- Prepare various reports on operations and activities, and assist in a variety of department operations to perform special projects and assignments as requested;
- Maintains records of time, material and equipment used;
- Attend and participate in professional group meetings, and stay abreast of new trends and innovations in the field of equipment maintenance and repairs;
- Respond to and resolve difficult and sensitive inquiries and complaints;
- Serves under the direction of the department's emergency center;
- Assumes responsibility for ensuring the duties of position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services and activities of an equipment maintenance and repair program;
- Materials, methods, practices and equipment used in the maintenance and repair of a wide variety of light and heavy automotive and other equipment;
- Types and level of maintenance and repair activities generally performed in an equipment maintenance and repair program;
- Tools, equipment and accepted procedures used in the maintenance of automotive equipment;
- The principles of supervision, training and performance evaluation;
- Principles and procedures of record keeping and reporting;

Skills:

- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

Ability to:

- Work with limited supervision;
- Organize, direct and implement maintenance and repair schedules, and conduct studies, prepare comprehensive reports and determine cost-effective ways for conducting the assigned equipment maintenance operations;
- Operate and maintain machinery and equipment used in the maintenance;
- Select, train and evaluate staff;
- Interpret and apply administrative and departmental policies and procedures. Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contracted in the course of work;
- Accurately determine mechanical repairs needed and estimate the cost and time of repairs;
- Handle confidential information with discretion;
- Understand and interpret provisions of the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to their respective job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;

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- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Work in inclement weather and/or uneven surfaces;
- Responds to after hours emergency call outs as needed;
- Organize, assign, schedule and delegate workload among employees;
- Deal calmly with rude or angry people;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Willingness to work overtime as requested;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Willingness to assume responsibility to maintain a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) and two (2) years experience in general automotive maintenance training. Supplemental training or study in automotive and mechanical maintenance, radio and electronics, or building construction and maintenance trades is desirable.

Experience:

Five (5) years of progressively responsible experience in the supervision of general automotive and truck repair.

License or Certificate:

- A valid Class C California Driver's License;
- Possession of or ability to obtain within six (6) months of appointment to position, a valid Class B California License is required as a condition of continued employment, and a satisfactory driving record;

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- Automotive air conditioning certification for refrigerant recovery and recycling found under rule 1141 of SCAQMD or the ability to obtain one within six (6) months of appointment to position;
- Attainment of a certificate from the automotive service of excellence (ASE), as an automobile technician is not required but desired;

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.