

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Equipment Maintenance Supervisor</u>
Sch & Grade	<u>CTL – 14</u>
Class Code	<u>GN03</u>
FLSA Status	<u>Exempt</u>
Bargain Unit	<u>Not Eligible</u>
Occupational Group	<u>Craftworker</u>

PRIMARY PURPOSE:

Serves as first-line supervisor over personnel engaged in the comprehensive repair and preventative maintenance for a diversified fleet including automobiles, trucks, heavy equipment, fire apparatus, police vehicles and specialized automotive equipment. Supervises second and third shift employees engaged in emergency and routine maintenance for Public Works responsibilities carried out after day shift hours of operation.

SUPERVISION:

Under the general supervision of the Fleet Administrator; supervises a diverse group of skilled positions.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the work of employees responsible for completing equipment repair work on a wide variety of city vehicles and equipment for an assigned shift.
2. Assigns, directs, assists, and evaluates the work of assigned employees in repairing and maintaining equipment. Second shift supervisor also supervises employees who handle emergency and routine maintenance for Public Works responsibilities carried out on second and third shift.
3. Coordinates with other department and division supervisors to schedule and prioritize preventive maintenance as well as equipment maintenance and repair requests.
4. Oversees diagnosis work on equipment and evaluates the quality of repair work completed by staff including test driving equipment and vehicles as appropriate.
5. Prepares and maintains required records and reports including payroll, inventory, project status, repair cost estimates, completion time estimates, cost comparisons between in-house services versus outsourcing services, etc.
6. Provides training and instruction to crew members regarding equipment operation and work procedures; ensures that appropriate equipment is utilized for specific projects and work is done in accordance with required standards and construction practices.
7. Ensures that crew members follow proper safety procedures and that equipment is kept in good working order.
8. Reads and interprets repair manuals, schematic drawings, etc. for a variety of repair projects.
9. Completes performance evaluations, recommends and implements necessary disciplinary action, and participates in and makes recommendations regarding the hiring decisions of crew members.
10. Assists in determining appropriate inventory levels needed.
11. Coordinates daily with other Equipment Maintenance Supervisor regarding the status of work, completion of special projects and development of preventive maintenance / repair procedures.
12. Develops appropriate preventive maintenance checks, standards, etc. by working cooperatively with vendors and manufacturers.
13. Supervises emergency calls for Public Works responsibilities carried out on second and third shift; assigns appropriate personnel and/or determines the need for assistance from proper division supervisor.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, methods, and equipment involved in the maintenance and repair of a diverse fleet. Principles and methods of effective personnel management.

Abilities

Effectively plan, supervise and instruct assigned employees in the maintenance and repair of various municipal automotive as well as general and special purpose equipment; effectively utilize computerized diagnostic equipment; make decisions utilizing sound judgment; maintain accurate records and prepare reports; read and interpret a variety of information; follow oral and written instructions; communicate effectively verbally and in writing; effectively utilize computer software applications such as fleet management software, computerized repair and estimate manuals, and some Microsoft office applications; model and promote acceptance and respect for differences among employees and citizens; deal effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Three years experience as a master and/or lead mechanic which must have included supervising or directing the work of others as well as responsibility for complex automotive and heavy equipment repair and maintenance.

Physical Requirements

Must possess ability necessary to participate in equipment and vehicle diagnosis and repair work; performs bending, squatting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 50 pounds; pushes and pulls up to 100 pounds; holds and grips objects; may work in awkward positions and may be subject or standing and / or bending for long periods of time.

Working Environment

Primarily in a garage setting with exposure to a variety of hazardous chemicals and solvents, dust, mechanical hazards, electrical shock and other safety hazards associated with heavy equipment; subject of constant and high levels of noise.

Licensing / Certification

Must possess a valid Missouri Motor Vehicle Operator’s License. It is desirable for incumbents to possess or obtain and maintain a Class “A” Commercial Driver’s License (CDL). Must pass ASE certification within six (6) months after appointment.

Miscellaneous Requirements

Subject to emergency call-in, may be required to work weekends, holidays, or a variety of shifts. If incumbent possesses and utilizes CDL for the purpose of completing job responsibilities, must pass DOT drug testing and submit to periodic testing as required by applicable laws.

Last Revision: February 9, 2012	GENERAL ORDINANCE NO. 4527
Comments: Updated Abilities	Date: July 10, 1995

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____