

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	EQUIPMENT SUPERINTENDENT
DEPARTMENT:	TRANSPORTATION
REPORTS TO:	ROAD SUPERINTENDENT

CLASS CODE: 3022
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general direction, supervises the maintenance and repair of light, heavy and related vehicles and equipment for the various Transportation Department Districts. Incumbents in this class are responsible for the maintenance of vehicles and equipment fleet for the Department of Transportation in a full supervisory capacity.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Plans, organizes, and assigns maintenance work on automobiles, construction equipment, and other related light and heavy equipment and vehicles.

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Advises and assists in the diagnosis of minor and major maintenance and repair work.

Monitors, approves, and orders replacement parts, supplies, and maintenance equipment.

Organizes, supervises, and conducts the repair and transportation of equipment in the field.

Monitors and develops service policies, procedures, and work schedules for heavy equipment and vehicle maintenance.

Verifies and approves all requisitions and purchase orders for the shop.

Coordinates the performance of warranty work on equipment by private vendors.

Maintains files and records on shop personnel and equipment including labor, parts, and equipment costs.

Develops and monitors preventative maintenance and safety check schedules for light, heavy, and related equipment vehicles.

Monitors and reviews the laws, rules, and regulations of heavy equipment servicing and operation.

Researches and assists in the development of light and heavy equipment and vehicle purchasing specifications; writes specifications for the purchase of new equipment.

Assists in the development of the service unit's portion of the annual budget.

Inspects and approves the delivery of new and replacement pieces of equipment and vehicles.

Investigates and reports on accidents involving departmental vehicles or equipment.

Coordinates the disposal of surplus light and heavy equipment.

Attends seminars and classes on the repair and maintenance of light and heavy equipment.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer(s)

Vehicle(s)

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

One year certificate from an accredited college or technical school; and,

Six or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Class A Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, practices, and tools of light and heavy vehicle and equipment maintenance and repair.

Operating and repair characteristics of a wide variety of light and heavy equipment and vehicles.

Proper safety precautions as related to equipment and vehicle servicing and repair.

Gasoline and diesel engines and their operations.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

Basic budgetary principles and practices.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to diagnose and repair a wide variety of vehicles and heavy equipment.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or bend, speak and hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, and risk of electrical shock.

The incumbent's working conditions are typically moderately quiet but may be loud at times.

file: eqpsuptd.32514

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.