

TITLE: ASSISTANT VEHICLE AND EQUIPMENT
MAINTENANCE SUPERINTENDENT

CODE: 35433

GENERAL DESCRIPTION:

This is highly responsible vehicle and equipment maintenance supervisory work involving the operational direction of heavy equipment, vehicle and related equipment maintenance and repair and assistance in fleet management activities.

Work involves responsibility for day-to-day the supervision of the safe, effective and timely repair and maintenance of all District vehicles and equipment. Duties include assisting in the direction of the maintenance and repair of heavy equipment, a fleet of tractor trailers, varied trucks, automobiles, and power tools and equipment, and in the planning of systematic maintenance and replacement of vehicle and equipment fleets. This position also has the responsibility for making difficult vehicle and equipment maintenance operations decisions. This work requires that the employee have good knowledge, skill and ability in vehicle and equipment maintenance administration.

SUPERVISION RECEIVED:

Works under the general supervision of the Vehicle and Equipment Maintenance Superintendent.

EXAMPLES OF DUTIES:

Directs the day-to-day operations of a medium size work division in vehicle and equipment fleet maintenance. Monitors unit or work group activities and recommends correction.

Assists in planning and analyzing work objectives and programs for vehicle and equipment maintenance and replacement programs. Gathers and analyzes information and prepares reports and draft recommendations. Reviews completed forms.

Assists in drafting activity budgets and in reviewing unit budgets. Reviews unit expenditures and recommends approval.

Supplements employee training and counseling. Administers union contract language and oral warnings, and researches and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

Coordinates unit operations and the personnel, material s and equipment necessary for projects and objectives. Coordinates task and project emergencies with government agencies.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of vehicle and equipment maintenance operations principles and practices.

Good knowledge of public administration principles and practices as applied to the operation of facilities or programs.

Good ability to communicate orally and in writing, to coordinate operational and administrative activities and to lead others in operational work groups.

Good ability to administer policies and procedures including planning, scheduling, budgeting routine, decision-making, and report development and writing.

Good ability to supervise the work of work groups through subordinate supervisors.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors and contractors.

QUALIFICATIONS:

A high school diploma or the equivalent plus ten years of progressively responsible vehicle and equipment maintenance experience including at least two years at the level of Supervisor or higher, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.