



# City of Hemet



Equipment Maintenance Supervisor

Job Code: 2750

2760 New  
12/27/01

## Definition:

Under limited supervision, plan, supervise, coordinate and participate in the operations of the equipment maintenance division of the Public Works Department.

## Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

This list of characteristic duties and responsibilities is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all responsibilities and duties performed by positions in this class.

## Characteristic Duties and Responsibilities:

Supervise, monitor and participate in the day-to-day operations of the equipment maintenance work unit; schedule and prepare work orders; delegate tasks; determine assignments; monitor work in progress and end product.

Assess damage done to City vehicles; inspect work of external service and repair providers.

Supervise and perform repair and maintenance tasks on all fleet equipment; conduct preventive maintenance; weld and fabricate parts; troubleshoot and repair air brakes, hydraulic systems, engine and electrical systems.

Prepare work orders, input information, review equipment history, track wear and tear and usage; attach budget information to invoices for parts, supplies and service; authorize parts request forms and verify status of ordered parts; determine need to send equipment outside for repair; communicate with other departments regarding status of equipment.

Organize and lead safety meetings; determine topics; gather training materials; maintain record of attendance and subject matter; conduct inspection of work area and equipment; maintain inspection schedule for heavy duty trucks and trailers as mandated; maintain accurate inspection and repair records.

Participate in recruitment and hiring, and schedule, assign, monitor and evaluate work of staff; provide for and/or conduct staff development; establish work methods and standards; initiate

**Characteristic Duties and Responsibilities (Continued):**

corrective and/or disciplinary action and respond to grievances and complaints according to established personnel policies and procedures.

**Knowledge, Skills and Other Characteristics:**

Knowledge of internal combustion engines, power trains, automatic transmissions, hydraulics and electrical systems.

Knowledge of repair, maintenance and testing of equipment.

Knowledge of tools and equipment used in equipment maintenance and repair.

Knowledge of welding and fabrication methods and techniques.

Knowledge of supervision principles and practices.

Knowledge of safe work methods, operations and applicable regulations.

Knowledge of operation of personal computers, and specialized fleet management software.

Skill in troubleshooting and diagnosing equipment failure.

Skill in the use and care of tools employed in all phases of repair and maintenance.

Skill in supervising, motivating and evaluating staff.

Skill in preparing and maintaining accurate reports and records.

Skill in the operation of standard office equipment, including a computer and related software.

Skill in communicating effectively both orally and in writing.

Skill in establishing and maintaining effective working relationships with other City employees and the public.

**Licensing/Certification Requirements:**

State of California Commercial Driver's License.

**Minimum Qualifications:**

Graduation from high school or GED and four (4) years equipment maintenance and repair experience, including one (1) year experience leading or coordinating the work of others, or an equivalent combination of education and experience.