

EQUIPMENT MAINTENANCE MANAGER

DEFINITION

To plan, organize, and direct the District's vehicle, heavy equipment, and fixed equipment maintenance and repair functions; train, supervise and evaluate the work performance of assigned staff; develop and maintain records of operational activities required and/or cost analysis; perform a variety of difficult inspection, diagnosis, maintenance and repair work; and perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a midlevel management classification which has responsibility for managing and directing the District's equipment repair and maintenance operations related to equipment. While spending some time supervising difficult and complex repair work the majority of time is spent on diagnosis of mechanical problems and administrative/supervisory duties such as maintaining records, parts and supply inventory, preparing cost estimates for major repairs, and directing the daily workflow of the shop staff. The manager is expected to take a lead role in the participation of information and budget relating to capital, equipment requests and planning. This position oversees all District fixed and mobile equipment maintenance functions. Sets and directs maintenance work schedule. Works collaboratively with others.

REPORTS TO

Assistant General Manager.

CLASSIFICATIONS DIRECTLY SUPERVISED

Heavy Equipment Mechanics, MRF Maintenance Supervisor, Assistant Mechanics I and II, and Laborer II.

EXAMPLES OF DUTIES

Manages the District vehicle and equipment maintenance functions; plans, directs, trains, supervises, assigns and inspects the work of staff engaged in the maintenance and repair of equipment and vehicles; determines work priorities/schedule and estimates repair costs; utilizes computer software for tracking; evaluates training/development needs of staff and conducts performance evaluations; evaluates shop resource needs and services; interfaces with other District operations to respond to their service requirements; assists management to identify opportunities for improving service delivery methods/procedures and the implementation of related recommendations; assists Heavy Equipment Mechanics with problem solving; inspects work for compliance with quality and quantity standards; implements shop safety practices; provides training; establishes preventive maintenance programs; selects and oversees contracts for major equipment repairs; maintains inventory of parts and supplies; maintains records on time and materials used; utilizes computer system and software for record keeping and other administrative purposes; oversees the BIT inspection program as it relates to the commercial vehicles ensuring regulatory compliance; inspects, diagnoses, and repairs, as necessary, mechanical and/or electrical defects on District automobiles, trucks, heavy equipment, other power-driven equipment, and stationary equipment such as the MRF woodline and mixed wasteline; assists with preparation of budget for related operational and capital expenditures.

TYPICAL PHYSICAL REQUIREMENTS

Some sitting; frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use a variety of hand and power equipment, electrical testing equipment used in the mechanical trades; operate a variety of heavy equipment.

TYPICAL WORKING CONDITIONS

Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to dust; some exposure to fumes, grease, and oil; often works around moving vehicles and equipment; exposure to electrical current and energy; constant contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods and practices pertaining to the operation of an equipment maintenance and repair facility.
- Principles, methods, materials, equipment, procedures, and practices used in operation, care, maintenance and repair of gasoline and diesel engines and components.
- Principles and methods of gas and electrical welding; fundamentals of electricity, both AC and DC.
- Recordkeeping and reporting procedures including a working knowledge of relevant computer software and hardware.
- Safe work practices and procedures pertaining to maintenance and repair operations.
- Sound customer service practices and procedures.
- Principles of employee development and training; supervision, and performance evaluations.

Ability to:

- Plan, organize, and direct the effective completion of work related to the maintenance and repair functions of District vehicles and equipment.
- Supervise, train and evaluate the work of assigned staff.
- Inspect and diagnose mechanical and electrical defects on automotive equipment, heavy equipment, power-driven equipment, and materials recovery facility sorting conveyor systems; determine corrective procedures and implement repairs.
- Implement and carry out preventive maintenance programs.
- Operate District maintenance equipment in a safe manner.
- Perform specialized repair work on diesel engines and hydraulic systems.
- Estimate time, labor, and materials cost for maintenance and repair projects.
- Prepare and maintain a variety of records, reports, and correspondence using computer system/software.
- Work independently and apply sound judgment and critical thinking skills to make effective decisions.
- Communicate clearly and concisely orally and in writing, in a variety of circumstances.
- Establish and maintain cooperative working relationships with all levels of the organization to foster a team approach.
- Effectively interpret, implement, and enforce applicable provisions of federal, state, and local laws and District rules, regulations, policies and procedures.
- Adhere to an assigned work schedule, adjust working hours as necessary, and meet District attendance standards.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Sufficient formal or informal education/training to provide the necessary analytical, writing, and mathematical skills, supplemented by coursework or training in management and supervision, and

Five (5) years of varied and responsible journey level experience performing skilled maintenance and repair work on automotive, heavy, and power-driven equipment equivalent to a Heavy Equipment Mechanic; and three (3) years in a supervisory role or managing the maintenance and repair operations of vehicles, heavy equipment, and/or fixed industrial equipment and systems.

Special Requirements:

Possession of a valid California Driver's License issued is required; a commercial driver's license is highly desirable.

Continued possession of a valid California Driver's License and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.