

SUMMARY OF DUTIES : Supervises the work of senior and journey-level workers, apprentices and helpers engaged in the servicing, maintenance, modification, transportation and repair of street maintenance, construction, firefighting, marine, aerial, crane, sweeper, heavy transportation and related equipment; and does related work.

Distinguishing Features : An Equipment Repair Supervisor is a first-level craft supervisor responsible for directing a variety of journey-level working supervisors and journey-level craftworkers in the repair, maintenance, servicing, and modification of gasoline and diesel-powered street maintenance, construction, vehicular, firefighting, marine and marine accessory and transportation equipment.

An employee of this class is in charge of either a complete construction equipment and automotive repair shop, or of a section within a larger equipment maintenance and repair unit, engaged in repairing heavy equipment or in providing shop services directly related to the repair of heavy equipment. An Equipment Repair Supervisor is responsible for determining the type and extent of repairs required; for estimating costs; for assuring rapid and economical completion of shop and field repair work; for scheduling repair work and assigning tasks, usually through a lead person, to subordinates in order to utilize their skills most effectively; for securing and ordering parts; for training subordinates and guiding and grading apprentices.

An Equipment Repair Supervisor works with tools of the trade only for training purposes or to diagnose unusual repair problems.

Examples of Duties : Plans, lays out, supervises, and inspects the work of Senior and Heavy Duty Equipment Mechanics, Senior Equipment Mechanics, journey-level mechanics, apprentices and helpers engaged in the skilled repair, maintenance, servicing, modification, and rebuilding of a variety of gasoline- and diesel-powered street maintenance, construction, vehicular, marine, firefighting, and heavy transportation equipment such as bulldozers, skiploaders, track- and truck- and barge- mounted cranes and shovels, hoists, Gradalls, graders, pavement burners and breakers, street sweepers, trenching machines, fireboats, fire trucks and pumpers, hydraulic and high- and low- pressure water pumps and related systems, various types of floating equipment, mine locomotives, mucking machines, heavy dump, utility service, insulator-washing, and other trucks, container cranes, air compressors and pneumatic tools, portable and truck-mounted generator sets, concrete mixers, and other equipment; may plan, layout, supervise, and inspect the work of Equipment Mechanics, Auto Electricians, Auto Painters, Auto Body Builder and Repairers, Machinists, Welders, and other employees engaged in specialized equipment repair and maintenance work and related machine shop work,

in lubricating and servicing of equipment, and in providing storekeeping and other services for the shop.

Schedules preventive maintenance and repair work to keep equipment in service as needed in the field; diagnoses equipment trouble from operator's reports, repair records, and ignition, exhaust, operating, and other test results to determine the type and extent of repairs required; coordinates subordinates' work, assigns work to utilize their individual skill, and resolves repair problems; may functionally supervise assigned journey-level employees engaged in welding, machine shop, and other work related to equipment repair; dispatches mechanics and service personnel to service and make minor repairs to equipment at field job sites; inspects work locations, shop equipment, personal and City tools for conformance with and enforcement of all applicable job safety measures; assures safe and clean shop conditions and adequate maintenance of repair facilities;

Maintains subordinates' work, vacation, sick leave, and other schedules and records; prepares shop activity reports; guides and evaluates apprentices' progress; estimates shop personnel and equipment requirements for budget purposes; may use video terminal or personal computer for input or retrieval of maintenance information; obtains repair procedure and parts procurement information from manufacturers' representatives; periodically may inspect small outlying shops; may be called on 24-hours a day for emergency work; and occasionally may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the methods, materials, machinery, tools, and equipment used in the assembly, adjustment, and repair of firefighting apparatus and equipment and street maintenance, construction, heavy transportation, marine, and related equipment; a good knowledge of occupational hazards in an equipment repair shop and of appropriate safety principles, practices and devices; a good knowledge of the operating and repair requirements of street maintenance, construction, vehicular and marine, firefighting, and heavy transportation equipment; a good knowledge of the characteristics, uses, and operating and repair requirements of a wide range of automotive equipment; a good knowledge of supervisory practices and methods; a good knowledge of preventive maintenance practices and methods; a working knowledge of laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of methods of keeping shop and equipment records and of computing maintenance and repair costs of mobile equipment and shop production; a working knowledge of the methods, practices, machinery, tools, equipment, and materials used in auto painting, carpentry, machine shop, welding, and other shops; a general knowledge of the sources of information used in operating, maintenance, and repair problems; a general knowledge of City Personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to diagnose engine trouble, mechanical failure and body problems in firefighting,

construction, street maintenance, and transportation equipment; the ability to plan, lay out, and direct the work of a group of employees; the ability to estimate time and material costs; the ability to read and interpret blueprints and specifications; the ability to design and prepare working sketches for equipment modifications or repairs; the ability to keep routine records and make routine reports; the ability to determine whether it is more economical to replace or to repair equipment; the ability to devise improved repair methods; the ability to maintain established equipment operating and employee work standards; and the ability to deal tactfully and effectively with others.

Four years of experience as a heavy duty equipment mechanic engaged in the maintenance and repair of gasoline or diesel-powered construction equipment or firefighting apparatus is required.

Physical Requirements : Strength to do light work such as frequent walking and standing as required when inspecting work in progress; strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm, hand, and finger dexterity with at least one hand involved in reaching, handling, feeling, and using small tools; good speaking ability and good eyesight.

License : A valid California drivers' license is required prior to appointment. A class 2 driver's license may be required prior to appointment.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.