

**City of San Rafael  
Job Class Specification**

## **Job Title: Shop and Equipment Supervisor**

### **SUMMARY**

Under general supervision, supervises preventive maintenance, outfitting, and skilled repair of City fleet and police vehicles, and light to heavy-duty trucks and equipment.

### **CLASS CHARACTERISTICS:**

The Shop and Equipment Supervisor is a first full supervisory level in charge of personnel and activities associated with maintaining the City's fleet of automotive, light, and heavy trucks and equipment. This position is a working supervisor, participating in the work of the unit as needed. The position is guided by established policies and procedures, principles of the trade, and supervisory personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervises the repair and maintenance of City vehicles and equipment and equipping of new police vehicles and construction equipment.
- Discusses malfunctions or outfitting requirements with users.
- Plans, sets priorities, and assigns work to equipment shop personnel in accordance with overall City priorities and maintenance schedules.
- Provides instruction and direction to less experienced personnel on complex repairs.
- Ensures safe working practices and conditions in the equipment shop.
- Determines cost effectiveness of in-house work versus contracting out specific tasks.
- Reviews feasibility of returning damaged vehicles to service and recommends retirement or scrapping of vehicles.
- Obtains estimates and oversees performance of contract work.
- Approves and processes contract invoices to submit for payment.
- Evaluates employees and documents disciplinary problems under direction.
- Participates in interviews and related employee selection procedures.
- Identifies needs for and recommends training for employees.
- Estimates annual material and equipment needs to assist in budgeting.
- Orders and maintains inventory of common stock items.
- Maintains records and prepares reports.
- Road tests, inspects, troubleshoots and repairs automobiles, trucks and equipment.
- Handles all vehicle accidents to equipment with insurance and body shops for collection of payment.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Principles and practices of supervision
- Principles, practices, methods and materials used in the maintenance, repair and overhaul of gasoline and diesel-powered automobiles, light trucks, and heavy trucks and equipment
- Use, adjustment, and care of test equipment and hand and power tools common to the trade
- Mathematical calculations required in mechanical work
- Safe working practices and shop conditions

## **ABILITY TO:**

- Plan, prioritize, assign, and review work.
- Troubleshoot and determine causes of malfunctions in automotive and construction equipment. Repair and perform preventive maintenance and overhauls on automotive and heavy truck systems and equipment, including hydraulic and pneumatic apparatus, special braking systems, and power drives.
- Keep accurate records and reports.
- Communicate effectively with equipment users, subordinates, and other City personnel.
- Read and interpret repair manuals, parts manuals, and schematic diagrams.
- Order, store and inventory parts and equipment.

## **EDUCATION AND/OR EXPERIENCE:**

A typical way of gaining the knowledge, skill, and ability outlined above is:

Graduation from high school or equivalent; completion of an apprenticeship or other training and education leading to journey-level status as a heavy equipment mechanic, and three years of experience in the repair and maintenance of automotive, light, and heavy trucks and equipment, including one year in a lead or supervisory capacity.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid California Class "B" driver's license and have a satisfactory driving record. Must be willing to work underground, in confined places, in and near bacterially contaminated liquids, and in exposure to unpleasant and potentially hazardous conditions. Must be willing to work overtime and on call as needed for emergency repairs. Incumbents assigned to this job classification are subject to Department of Transportation's Drug and Alcohol Regulations.

## **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee occasionally works in indoor conditions. The noise level in the work environment is usually loud.

FLSA Status: Nonexempt  
Prepared By: Nash and Company  
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