

**CLASS SPECIFICATION**

06/10/2021

**EQUIPMENT REPAIR SUPERVISOR, 3746****Summary of Duties:**

An Equipment Repair Supervisor supervises the work of senior and journey-level workers and helpers engaged in the servicing, maintenance, and repair of street maintenance, construction, firefighting, marine and marine accessory, transportation and related equipment; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

**Class Characteristics:**

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, alternative fuel, 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, trailers, pressure washers, 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;
- 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.

### **REQUIREMENTS:**

Four years of full-time paid journey-level experience as a heavy duty equipment mechanic engaged in the maintenance and repair of gasoline and diesel powered heavy duty equipment or firefighting apparatus.

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

**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.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As indicated 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 all of the duties and responsibilities of any position shall be.**