

JOB DESCRIPTION

JOB TITLE: Assistant Manager of Equipment Services Division

JOB NO: AS042221

JOB FAMILY: Administrative\Specialists

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Assist in supervising, planning and coordinating the activities and operations of the staff within Equipment Services; to coordinate assigned activities with other divisions, outside agencies and the general public; assist in preparation of the annual budget request; and to provide administrative support to the Manager of Equipment Services Division.

SUPERVISION

General supervision is provided by the Manager of Equipment Services Division. Responsible for supervision of all city mechanics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual
2. Assist in coordinating the organization, staffing and operational activities for Equipment Services including automotive, building and equipment maintenance, equipment replacement and supplies; assist in directing daily operations of Equipment Services and support facilities including body repairs, welding, make ready, preventative maintenance section and general maintenance divisions.
3. Assist in the development and implementation of goals, objectives, policies, and priorities for Equipment Services; identify resource needs; recommend and participate in implementing policies and procedures; assist in ensuring compliance with City policies and procedures; participate in development and administration of preventative maintenance program.
4. Participate in the selection, training, motivation and evaluation of Equipment Services personnel provide timely, accurate and thorough Performance Reviews for supervised employees; provide or coordinate staff training; work with employees to correct deficiencies; participate in implementing discipline and termination procedures; counsel subordinates to resolve personnel problems; set performance objectives.
5. Assist in the coordination and review of the work plan for Equipment Services; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; coordinate repair and maintenance scheduling within the division to meet emergencies and special needs.
6. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
7. Participate in the development and administration of the Equipment Services annual budget; recommend funds needed for staffing, equipment, materials, and supplies; monitor expenditures; recommend adjustments as necessary.
8. Ensure the adherence to safe work practices.

OTHER DUTIES AND RESPONSIBILITIES

1. Assist with coordinating the services and activities of Equipment Services with those of other divisions and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
2. Work on-call for seven days periods as scheduled by the department to handle emergencies.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Three years of increasingly responsible experience in gasoline and diesel engine maintenance and repair including one year of supervisory or lead responsibility.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees;
3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles of fleet management, automotive repair, and automotive maintenance.

Principles of municipal service center operations management.

Operational characteristics, services and activities of an automotive service center.

Modern and complex principles and practices of engine maintenance and repair.

Principles of municipal budget preparation and control.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

Occupational hazards and standard safety precautions.

Skill in:

Accurately determining mechanical repair needs and estimating the cost and time of repairs.

Operating a wrecker, forklift, crane and drill press.

Operating, maintaining and repairing internal combustion engines and hydraulic equipment.

Repairing and rebuilding diesel and gasoline engines.

Ability to:

Work on-call.

Manage and coordinate the work of supervisory, technical, clerical and maintenance personnel.

Select, supervise, train and evaluate staff.

Interpret and explain City automotive service center policies and procedures.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Identify staffing and training needs.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Communicating with others*
- *Operating assigned equipment according to safety standards.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Exposure to air contaminants, dirt, temperature extremes, noise and toxic materials*
- *Operating assigned equipment*
- *Climbing, walking, kneeling, standing, sitting or stooping for extended periods of time.*
- *Lifting object over 100 lbs.*
- *Working in confined spaces and at heights*

Director of Human Resources

Date

Department Director

Date

ISSUE DATE: August 1995

REVISION DATE: September 2001; March 2002