

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Equipment Mechanic Supervisor	Reports To:	Maintenance Superintendent
Salary Range:	B32	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-Exempt	Unit:	Supervisor
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

To plan, organize, direct and supervise automotive and light and heavy construction equipment preventive maintenance, repair, and installation operations within the Maintenance Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised

Receives general direction from the Maintenance Superintendent.

Exercises direct supervision over assigned technical personnel.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for automotive and equipment maintenance and repair activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in automotive and equipment maintenance and repair activities.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Maintain District vehicle and construction equipment to comply with all Federal, State, and local laws, codes and ordinances.
7. Inspect equipment requiring repair; make preliminary diagnosis and assign appropriate staff to perform the work.
8. Maintain inventory of shop supplies and equipment, including parts, tires, safety equipment and related materials; purchase required inventory; monitor expenditures.
9. Perform highly complex vehicle and equipment repairs, installation, and retrofitting of communications and traffic safety equipment.

10. Coordinate with District departments regarding on-going equipment maintenance and repairs to develop and maintain a preventive maintenance schedule.
11. Communicate with District departments regarding needed maintenance and repair needs; schedule work and estimate time, materials, and costs.
12. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of preventive maintenance related to gas, diesel, propane, and alternative fuel vehicles and equipment.
- Equipment, tools and materials used in the maintenance and repair of automotive and light and heavy equipment.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of effective customer service.
- Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

- Organize, implement and direct automotive and light and heavy equipment preventive maintenance, repair, and installation activities.
- Interpret and explain pertinent equipment maintenance and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, motivate, coach and evaluate assigned staff.

Responsibility to:

- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.

- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

Experience and Education Guidelines

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

Experience:

Three years of increasingly responsible experience in automotive and light and heavy equipment repairs; including one year providing technical and functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth grade supplemented by college or trade school course work in automotive technology or a related field.

License and Certificate:

Possession of, or ability to obtain, a valid California Class A driver's license.

Possession of certification as a forklift operator within one year of appointment.

Working Conditions

Environmental Conditions:

Work is performed in a shop environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.