



MARIPOSA COUNTY

Public Works • (209) 966-5356



RESOLUTION - ACTION REQUESTED 2016-577

MEETING: November 1, 2016

TO: The Board of Supervisors

FROM: Tony Stobbe, Public Works Director

RE: Amend Equipment Mechanic Supervisor Job Description

RECOMMENDATION AND JUSTIFICATION:

Approve an Amendment to the Equipment Mechanic Supervisor Job Description Minimum Qualifications by Changing the Class "A" Driver's License from Required to Desirable.

A review of this Job Description determined that a Class "A" Commercial Driver's License is not critical to successfully performing the essential functions of the position. Removing the requirement as a Minimum Qualification will enable a broader candidate pool. Keeping it as a "Desirable" qualification will encourage the selected candidate to obtain and/or keep this licensure.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At the Regular meeting of the Board of Supervisors held on August 4, 2015 the Board Passed Resolution 2015-394 which established the position of Equipment Mechanic Supervisor. Along with the Resolution, a detailed Job Description was submitted for this classification.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board could choose to provide alternative direction to the Department.

FINANCIAL IMPACT:

No financial impact.

ATTACHMENTS:

Equipment Mechanic Supervisor (PDF)

CAO RECOMMENDATION

Requested Action Recommended


Mary Hodson, CAO 10/25/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Carrier

EQUIPMENT MECHANIC SUPERVISOR

DEFINITION

To plan, assign, supervise, inspect, and be responsible for the work of Fleet Maintenance staff; to estimate costs and maintain the shop parts inventory for vehicle and heavy equipment repairs; to perform skilled work in connection with the maintenance and repair of the County's fleet of vehicles and equipment; and to maintain accurate and complete records. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification assign, coordinate, supervise, train, and formally evaluate the work of others. This job class supervises and performs complex and varied duties in maintaining and repairing County vehicles including managing shop parts inventory.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management staff in the Fleet Maintenance Division and from the Director of Public Works.

Exercises direct and indirect supervision over technical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Manages, supervises, assigns, and inspects the work of Equipment Mechanics in the maintenance and repair of a variety of vehicles, including emergency vehicles, heavy equipment, buses, trucks and trailers.

Establishes priorities for repairs to ensure quality and timely repairs are completed to accommodate all department needs.

Manages, orders, and maintains parts inventory of all shop parts and supplies.

Receives calls for repairs schedules and assigns necessary repairs during normal shop hours and is responsible for after hour stand-by and call-out for emergency repairs.

Diagnoses and repairs gas and diesel engines including electronic controls for OEM and aftermarket equipment on cars, trucks, and heavy equipment.

Conducts safety inspections on all County-owned vehicles and equipment in accordance with FMCSA and FTA requirements.

Repairs and rebuilds hydraulic systems on heavy equipment.

Diagnoses, repairs, and replaces air and/or hydraulic brake systems; installs discs and drum style linings for cars and heavy trucks

Diagnoses, tests, repairs, and assembles new electrical systems on emergency vehicles, heavy equipment, and trailers.

Performs emergency after-hour repairs on all County-owned equipment.

Performs routine lubrications, oil changes, and other service-related duties as required.

Develops special replacement parts for new and rebuilt equipment.

Inspects for tire wear and installs new tires on cars, trucks, and heavy equipment.

Recommends purchase of vehicles.

Maintains a variety of records related to vehicle maintenance operations.

Monitors employee adherence to safety regulations.

Performs related work as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Principles of supervision and training.

Safety standards of vehicle equipment repair and service.

Preventative maintenance methods and servicing requirements of automotive equipment.

Methods, materials, tools, and equipment used in the testing, adjustment, repair, and overhaul of automotive, road construction, and fire-fighting equipment.

Types, grades, and uses of heavy equipment fuels and lubricants.

The methods, practices, material, and tools of light and heavy equipment and vehicle maintenance.

The operation and repair characteristics of a wide variety of light and heavy equipment and vehicles, including fire-fighting and pursuit vehicles.

The ability to use computer diagnostic equipment on cars, trucks, and heavy equipment.

The practices, methods, and tools of gas, MIG, and arc welding.

Ability to:

Manage stand-by and after hour call-out.

Manage the parts and inventory.

Update and maintain shop diagnostic tools and equipment.

Supervise, assign, prioritize, and inspect the work of others.

Train others in the repair and maintenance of light and heavy equipment.

Maintain an equipment repair and service schedule.

Maintain a variety of records pertaining to parts, equipment repair, servicing, operation, etc.

Diagnose and repair a wide variety of light and heavy vehicle equipment, parts, and systems.

Perform repairs safely and effectively.

Meet the physical requirements necessary to safely and effectively perform required duties.

Understand and execute written and oral instructions.

Communicate effectively in both oral and written forms.

Establish and maintain effective work relationships with staff and those contacted in the performance of required duties.

TYPICAL WORKING CONDITIONS

Work is performed both indoors and outdoors. Incumbent drives on surface streets and operates equipment on unpaved surfaces to diagnose mechanical problems; works around machinery and equipment; and risks exposure to traffic hazards, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, skin irritants, toxic or caustic chemicals, vibration. Worker occasionally works past normal office hours to complete assignments.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to perform office and vehicle maintenance duties. Requires the ability to sit and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and shop equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Four years of increasingly responsible experience in light and heavy equipment and vehicle maintenance repair, at least two years of which shall have been at a level equivalent to an Equipment Mechanic/Heavy Equipment Mechanic position with Mariposa County.

Education:

High school diploma or GED equivalent.

Additional Requirements:

Possession of a valid California Class “B” driver’s license. Under certain circumstances, the Human Resources Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Capable of passing a proficiency evaluation in the operation of all County-owned commercial vehicles, including the lowbed.

Possession of a valid California Class “A” driver’s license is desirable.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.