

## **CLASS TITLE: EQUIPMENT MAINTENANCE MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for management of a large maintenance operation for light fleet and heavy construction vehicles; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Prioritizes, coordinates, and supervises the functions of an Equipment Maintenance Division
- Prepares and monitors annual reports to the Director
- Approves major equipment repairs
- Assists in equipment specifications for all departments
- Reviews repair records, maintenance needs and prepares work orders
- Inspects work and approves release-to-service of all vehicles repaired or serviced
- Verifies appropriateness of parts, supplies, and labor expended
- Directs the preparation and maintenance of records and reports, and the compilation and analysis of cost data
- Conducts special studies and coordinates divisional projects
- Directs and reviews the work of subordinate personnel
- Conducts and attends various meetings
- Assists in the preparation and monitoring of the budget
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, or a related field, and five (5) years of progressively responsible experience in the field of fleet maintenance; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step pay increase following completion of one of the following certifications: Certified Public Fleet Professional (CPFP) through the American Public Works Association, or Certified Automotive Fleet Manager (CAFM) through the National Association of Fleet Administrators. Employee will be eligible for an additional pay step increase by obtaining a second certification listed above. Failure to maintain certification from which a pay step increase results will result in a loss of pay step.

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods and operation of general automotive and construction vehicle maintenance; considerable knowledge of fleet operations and maintenance/repair requirements; and knowledge of budget and planning methods. Ability to prepare comprehensive plans, reports and recommendations for improved City fleet service and cost effectiveness; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, bending, kneeling, crawling, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting.

**Class Code: 1006**

**EEO Code: E-01**

**Pay Code: EX-44**

**Group: Clerical and Administrative**  
**Series: General Administrative**

**Effective Date: February 19, 2018**