Title: Equipment Maintenance Superintendent 1

Pay Scale Group: 30

Essential Function

Under general supervision from a designated supervisor, directly oversee the maintenance and repair operations of a garage facility.

Characteristic Duties

1. Diagnose mechanical problems, direct and/or make repairs. Estimate repair costs. In consultation with supervisor, schedule and coordinate maintenance and repairs with contract vendors and automotive companies for those repairs not feasible in-house. Some positions may oversee work of mechanics.

2. Supervise property control of the garage facility; requisition automotive parts and equipment; requisition and regulate usage of solvents, fuels, and lubricants.

3. Inspect equipment repairs and new equipment for defects, and old equipment for salvage; prepare and review new vehicle specifications; inspect equipment and work areas for safety hazards and recommend new safety procedures.

4. Perform miscellaneous duties as assigned (e.g., maintain records and inventories, liaison with vehicle manufacturer representatives and dealerships).

5. Perform related duties based on departmental need.

Unusual Working Conditions

- Work outside in all weather conditions; work with potentially dangerous equipment; exposed to dirt/dust, fumes, noise, chemicals. Possible slippery conditions. Heavy lifting required.

Minimum Qualifications

- Certified mechanic or equivalent experience; Associate’s degree in Auto Maintenance and five years auto maintenance experience, including two years supervisory experience; or high school diploma/GED and seven years auto maintenance experience, include two years supervisory experience; or high school diploma with a concentration in auto maintenance and six years auto maintenance experience; including two years supervisory experience. Must have three months experience in automotive parts and service management, or equivalent.

Last updated: August 2002