Title: Equipment Maintenance Superintendent 2  
Pay Scale Group: 31

Essential Function

Under general supervision from natural resources coordinator, supervisory engineer, equipment maintenance superintendent 3 or other higher-level supervisor, manages equipment maintenance program for parks and recreation division or central office garage or manages district garage operations to include garage, shop and stockroom.

Characteristic Duties

1. Manages and implements policy for equipment maintenance program in division of parks and recreation or central office garage and supervises lower-level equipment maintenance superintendents or manages equipment maintenance activities in district garage and supervises lower-level supervisory positions. 
   Note: Supervision cited herein is defined as “has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees; to responsibly direct them; to adjust their grievances; or the effectively recommend such action, with all of preceding requiring independent judgment.”

2. Inspects new equipment received at agency or division for defects, inspects equipment repairs made in shop for conformity in job standards, inspects old equipment and determines need for salvage or auction sale, inspects shop areas and storage facilities for safety hazards and recommends new safety procedures.

3. Controls procurement and salvage of equipment and is responsible for inventory of equipment, parts, lubricants, solvents and fuels.

4. Acts as liaison in planning maintenance schedules with other divisions within agency or with county garages.

5. Perform related duties based on departmental need.

Unusual Working Conditions

- May be exposed to chemical solvents, fuels, lubricants or exhaust fumes.

Minimum Qualifications

- Twelve months training and/or experience in auto mechanics; 600 hours training in supervision (or 6 months experience); 1 course in automotive parts and service management (of 1 month experience); or equivalent. Must have a current valid driver’s license with an acceptable driving record.

Last updated: February 2009