CLASS SPECIFICATION
Vehicle Maintenance Superintendent

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, directs and evaluates the work of technical personnel engaged in the inspection, repair, maintenance and servicing of the City's vehicles and motorized equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-incumbent class has City-wide accountability for the repair, maintenance and servicing of all vehicles and motorized equipment. The work of this class is carried out through multiple supervisors of service and repair facilities located throughout the City. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and completed work orders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, directs and evaluates the work of assigned supervisors; with supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned supervisors; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with supervisors to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, coordinates and directs the work through subordinate supervisors of technical personnel engaged in the overhaul, repair, maintenance and servicing of a wide variety of automobiles and gasoline- or diesel-powered trucks and equipment.
5. Plans, coordinates and directs the work of the metal fabrication, machinist, body repair and vehicle painting shops.
6. Provides technical assistance and training to supervisors and staff in revolving difficult problems.
7. Prepares and maintains a variety of reports and records.
8. Responds to questions and complaints from user bureaus and divisions.
9. Confers with City management regarding their vehicles and equipment needs and requirements.
10. Participates in the development of specifications and standards for City vehicles and equipment.
11. Ensures the City's safety program and goals are implemented and carried out in the Vehicle Services Division; proposes safety requirements to be followed in the maintenance and repair of vehicles and equipment.
12. Participates in the evaluation of economic life of equipment and vehicles.
13. Participates in the disposal process for vehicles and equipment.
14. Keeps current in industry trends and standards; interacts with vehicle and equipment manufacturers to keep abreast of new technologies and maintenance practices for new and existing vehicles and equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Techniques, methods, materials, tools and equipment used in the overhaul, repair and maintenance of gasoline- and diesel-powered vehicles, trucks and related equipment.
2. Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
3. Safe work methods and safety practices pertaining to the work, including OSHA and other regulatory rules and requirements.
4. Operation and maintenance of a wide variety of equipment, hand, shop and power tools used in the work.
5. Machine and welding shop methods and practices.
6. Industrial and vehicle paint shop methods and practices.
7. Relevant codes and regulations.
8. Computer applications related to the work.

9. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.

Ability to:

1. Plan, estimate, coordinate and schedule the work of others.
2. Prepare and maintain a variety of reports and records pertaining to the work.
3. Read and interpret plans, specifications and manuals.
4. Establish and maintain effective working relationships with those encountered in the course of the work.
5. Identify and implement effective courses of action to complete assigned work.
6. Coordinate work assignments with other divisions, bureaus and agencies.
7. Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
8. Exercise independent judgment and initiative within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and six years of progressively responsible supervisory experience in the repair and maintenance of gasoline- and diesel-powered vehicles and equipment; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0929 BUREAU OPERATIONS MANAGER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7709 to 30000709, due to system change.