

RESOLUTION NO. 10-7662

**RESOLUTION AMENDING THE JOB DESCRIPTION OF EQUIPMENT
MAINTENANCE SUPERVISOR**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

WHEREAS, the Human Resources Director received a request from the Public Works Director to revise the job description of the Equipment Maintenance Supervisor; and

WHEREAS, the Human Resources Director has reviewed the revisions with the Public Works Director and staff, and

WHEREAS, to accurately reflect the duties, responsibilities and qualifications of this position, the Human Resources Director recommends the revisions to be made; and

WHEREAS, Rick Davis, Operating Engineers Representative, has reviewed the proposed changes and has no objections; and

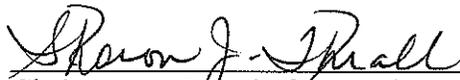
WHEREAS, the Board of Supervisors finds it appropriate to amend the job description for the Equipment Maintenance Supervisor as recommended.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

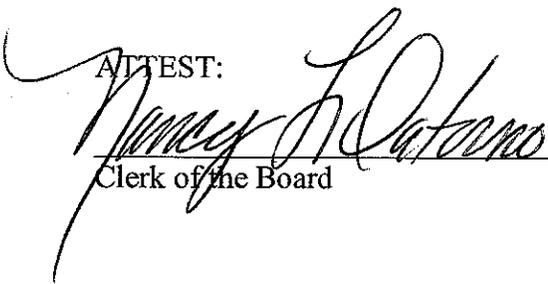
The County's classification plan is hereby amended to reflect the changes to the job description of the Equipment Maintenance Supervisor as presented to the Board.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 7th day of December, 2010 by the following vote:

AYES: Supervisors Swofford, Simpson, Meacher, Olsen, Thrall
NOES: Supervisors None
ABSENT: Supervisors None


Chairperson, Board of Supervisors

ATTEST:


Clerk of the Board

EQUIPMENT MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to plan, organize, schedule, supervise, and participate in the diagnosis, repair, overhaul, and maintenance of automotive and heavy diesel-powered road construction equipment; to be responsible for purchasing of equipment parts and supplies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent in this class is in charge of the Public Works Equipment Maintenance Shop and directs the maintenance and repair work done by staff. The incumbent also performs complex equipment diagnosis and repair work.

REPORTS TO

Deputy Director of Public Works.

CLASSIFICATIONS DIRECTLY SUPERVISED

Lead Power Equipment Mechanic, Power Equipment Mechanic I & II, Equipment Service Worker, and ~~Public Works Maintenance Worker I & II.~~

EQUIPMENT MAINTENANCE SUPERVISOR - 2

EXAMPLES OF DUTIES

- Plans, lays out, directs, inspects, and assists with the work of the Equipment Shop.
- ~~Coordinates bridge construction and repair.~~
- ~~Supervises asphalt plant operations.~~
- Supervises the work of staff engaged in the maintenance and repair of a wide variety of automotive and diesel-powered equipment, including graders, dozers, rollers, trucks, and backhoes.
- Makes decisions regarding the extent and type of repairs to be done on individual pieces of equipment.
- Estimates the costs of automotive and equipment repairs.
- Prepares specifications for the purchases of automobiles, diesel-powered equipment, accessories, and parts.
- Maintains parts and materials inventory.
- Requisitions automotive and diesel-powered equipment parts.
- Directs the storage of parts and supplies.
- Oversees the care and maintenance of tools and equipment.
- Assigns and trains mechanics in inspecting, diagnosing, repairing, replacing, adjusting, and tuning all types of vehicles, equipment systems, and components, such as engines, transmissions, brakes, and electrical systems.
- Performs major and minor mechanical repairs including engine tune-ups, brake relining, electrical system repairs, and radio installations.
- Disassembles, repairs, grinds, or replaces worn parts.
- Fits new parts and adjusts engines, water and fuel pumps, carburetors and fuel injectors, governors, starters, clutches, transmissions, differentials, brakes, and steering mechanisms.
- Provides training and demonstrates the best methods of performing repair work on heavy automotive equipment.
- Inspects all shop work.
- Keeps records of all repair and maintenance work done; prepares reports.
- Requests supplies and materials needed.
- Responds to questions and provides information regarding vehicle and equipment maintenance activities.
- Investigates complaint and recommends corrective activities.
- Implements shop safety programs and procedures.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; ~~physical ability to lift and carry objects weighing up to 50 pounds unassisted~~; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of equipment including hand and power tools, electrical testing equipment, and telephones, computer and other various office equipment.

EQUIPMENT MAINTENANCE SUPERVISOR - 3

TYPICAL WORKING CONDITIONS

Work is performed in an office and shop environments; occasionally works outside; exposure to smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and equipment used in the testing, adjustment, repair, and overhaul of gas and diesel-powered equipment.
- Theory and operation of gasoline and diesel engines.
- Principles and methods of gas and electrical welding and painting techniques.
- Safe work practices and Federal and State safety regulations.
- Principles and methods used in a program of preventive maintenance.
- Hydraulic valves and controls, hydraulic and air brake systems and electronic ignition systems.
- Principles and techniques of supervision and training.

Ability to:

- Plan, organize, and direct the operation of an Equipment Repair Shop.
- Supervise and train subordinate employees.
- Inspect equipment and accurately diagnose mechanical defects.
- Skillfully use a variety of hand and power tools in the repair of automotive equipment.
- Perform highly skilled testing, adjustment, repair, and overhaul work on gasoline and diesel powered automotive and heavy equipment.
- Estimate time and materials for repair jobs.
- Operate a variety of automotive and heavy equipment.
- Design and fabricate tools and equipment.
- Operate computer utilizing various programs.
- Prepare, clear, concise and accurate records and reports.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of skilled heavy equipment repair work at the Power Equipment Mechanic II level, including experience in a lead or supervisory position.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.