

South Tahoe Public Utility District – Job Description

JOB TITLE: Equipment Repair Supervisor	UPDATED: 1-25-05
DEPT: Equipment Repair	APPROVED STPUD: NH
	APPROVED LOCAL 39: KOH

JOB SUMMARY:

Under the supervision of the Manager of Field Operations, oversees and directs the work of the Equipment Repair department and performs more difficult and complex vehicle and equipment maintenance and repair work; troubleshoots and diagnoses needed vehicle and equipment repairs; performs complex mechanical repair to automotive, diesel, public safety, and other power-driven equipment.

ESSENTIAL FUNCTIONS:

1. Plans, directs, assists, and coordinates the work programs for the maintenance and repair of District equipment.
2. Maintains preventative maintenance program on all equipment, including generators, utilizing computer program.
3. Inspects, diagnoses, and locates mechanical difficulties in District automobiles and trucks and in a variety of diesel and gasoline powered maintenance and heavy construction equipment; reviews repairs and servicing work upon completion.
4. Fabricates and assembles parts and equipment for District automotive and heavy equipment.
5. Uses welding equipment, drill presses, brake lathes, body and fender equipment, grinders, and a large assortment of other power and hand tools and measurement instruments for journey level fabrication work, to repair District vehicles.
6. Overhauls, repairs, and adjusts engines, transmissions, differentials, clutches, and heavy construction equipment hydraulic systems.
7. Tunes up engines, replaces electrical and electronic parts, cleans and adjusts carburetors.
8. Replaces or repairs faulty parts including wheel bearings, clutches, or oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
9. Responds to emergency calls for assistance when available, and accepts standby duty as needed.
10. Prepares and replaces such components as generators, distributors, relays, lights, and switches.

11. Estimates needs and requests supplies, materials, tools, and equipment.
12. Assists in defining the specifications for new equipment, trucks, and generators.
13. Recruits, selects, schedules, trains, supervises, evaluates, disciplines develops, and promotes team-work among support personnel.
14. Prepares and maintains records of cost, inventories, and expenditures. Assists in annual budget preparation.
15. Performs a variety of office work and oversees maintenance of all related records.
16. Aids and repairs pump stations' standby power.
17. Maintains all vehicle maintenance related records pertaining to State Highway Patrol safety BIT Program.
18. Conducts initial and refresher Forklift Training for District employees whose jobs require such training and certification.
19. Adheres to and enforces stated safety policies and procedures.
20. Establishes and maintains cooperative relationships with supervisors, peers, and subordinates.

OTHER FUNCTIONS:

1. Maintains work, time, and material records.
2. Performs various other related duties as assigned by supervisor.

JOB SPECIFICATIONS:

EDUCATION

1. High school graduate or equivalent.
2. Completion of formal or informal training at a level which provides the ability to read/write at a level required by the job, including specialized training in the maintenance and repair of gas and diesel powered equipment.

EXPERIENCE

1. Five (5) years increasing responsible experience performing automotive and equipment maintenance and repair duties comparable to those of a journey level equipment mechanic.
2. Two (2) years supervisory experience with demonstrated understanding of the principles of supervision.

RESPONSIBILITY

1. Responsible for day-to-day oversight of preventive equipment maintenance program.
2. Responsible for training and evaluating subordinate personnel.
3. Ability to work independently after receiving instructions.

PHYSICAL REQUIREMENTS

1. Ability to work continuously at or above shoulder level or bending at waist.
2. Ability to work frequently in kneeling position or crawling.
3. Occasionally requires ability to climb stairs or ladders.
4. Requires ability to continuously lift 1-20pounds, and frequently lift 2-50+ pounds.
5. Ability to work above ground to 20 feet.
6. Requires current medical certificate for Class A drivers' license, as defined under "Proficiency Requirements".
7. See attached Job Analysis for complete physical requirements.

PROFICIENCY REQUIREMENTS:

1. Requires Commercial Vehicle Air Brake Certification as required under Federal Motor Carrier Safety Regulations, or ability to obtain same within six (6) months from hire.
2. Requires Heavy Duty Diesel Engine Emissions Control Certification, or ability to obtain same within one (1) year of hire.
3. Requires training and certification as Forklift Training Instructor, and ability to conduct initial and refresher training for District employees.
4. Requires Generator Maintenance Certification to operate, maintain, and repair District generators.

5. Requires knowledge of methods and techniques used in troubleshooting and diagnosing mechanical difficulties in a wide variety of gasoline and diesel powered vehicles and heavy equipment.
6. Knowledge of tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas and diesel powered equipment.
7. Knowledge of operations and care of internal combustion engines, sewer cleaning trucks, and hydraulic equipment.
8. Knowledge of methods, materials, equipment, and tools used in welding and fabrication work and ability to perform same.
9. Knowledge of operating and repair characteristics of a wide variety of District owned equipment, including pump stations.
10. Knowledge of State Highway Patrol safety program.
11. Requires ability to recruit, train, instruct, supervise, evaluate, motivate, appropriately discipline, and develop staff.
12. Requires ability to prepare and maintain departmental records utilizing personal computer and related software programs.
13. Ability to perform minor and major mechanical work on mechanical equipment.
14. Ability to use a variety of tools and equipment with journeyman level skill.
15. Ability to maintain a variety of shop and repair records.
16. Ability to understand and carry out oral and written directions.
17. Ability to work independently in the absence of supervision.
18. Ability to accurately determine mechanical repair needs and estimate the cost and time of repairs.
19. Ability to establish and maintain effective relationships with co-workers and supervisors.
20. Requires a valid, current Class A drivers' license, acceptable by the State of California, with tanker, air brakes, and 10,000 lb. towing endorsements, and with a driving record which enables insurability.
21. Must have current, valid CPR and First Aid certificates.

JOB ANALYSIS FORM

Job Specific Body Movements	Occasionally 1/3 of time or less	Frequently 1/3 – 2/3 of time	Continuously More than 2/3 of time
Sitting	5% of day		
Standing			85% f day
Walking			80% of day
Driving	10% of day		
Hearing			100% of day
Speaking			100% of day
Lifting 1-20 lbs			X
Lifting 20-50 lbs		X	
Lifting 50+ lbs		X	
Working/reaching above shoulder			X
Working w/arms extended @ shoulder level			X
Working with body bent over at waist			X
Working in kneeling position		X	
Crawling		X	
Climbing stairs	X		
Climbing ladder	X		
Major Hand			X
Pulling			X
Pushing			X
Fine Manipulation		X	
Typing/Keyboard	X		
Writing	X		
Simple Grasping		X	
Filing	X		
Power Grip			X
Tools			X
Equipment			X
Hand Twisting			X
Folding	N/A		

Height from floor of objects to be reached or worked on:

OBJECT	HEIGHT
Loader	20 feet
Hydro	15 feet

EQUIPMENT USED

½ ton, ¾ ton, 1-ton trucks; backhoe, front loaders, dump trucks (6 & 10 yard), forklift, crane truck, hydro trucks, vac trucks, snow cat, 2-ton flatbed, roller compactor, welders, brake lathes, hoisting equipment, diagnostic equipment, personal computer.

WORKING CONDITIONS

1. Extreme weather exposure, freezing temperatures, snow and ice.
2. Exposure to exhaust fumes, chemicals, oil, grease, gasoline, diesel, and antifreeze and sewage odors from plant and collection system.
3. Above ground work to 20 feet.
4. May be required to wear escape respirator in the event of a chlorine leak.