



JOB TITLE: **Equipment Maintenance Coordinator**

DEFINITION

To plan, organize and coordinate the City-wide automated equipment scheduling maintenance system program; to develop and implement a preventative maintenance program for all City vehicles and heavy equipment.

DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey level of classification and is responsible for training, directing, and coordinating the work of subordinate employees.

SUPERVISION RECEIVED AND EXERCISED

- Receives limited supervision from the Operations Manager.
- Exercises direct supervision over assigned staff and volunteers.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include but are not limited to the following:

Equipment:

- Schedules and verifies regular maintenance for equipment and vehicles
- Schedules, implements and when necessary performs specialized maintenance procedures for equipment and vehicles
- Designs and fabricates improvements to equipment and vehicles
- Uses a computer to track equipment and vehicle maintenance and repairs
- Maintains a fleet management system to ensure proper scheduling of preventative maintenance of all City equipment
- Maintains Materials Recovery Facility equipment

Other Responsibilities

- Works safely
- Develops and maintains maintenance budget
- Supervises subordinate assigned staff and volunteers
- Develops and prepares reports
- Performs related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- the equipment, techniques, and tools used in fleet maintenance and recycling Processing
- procedures for monitoring equipment and employee productivity
- database, spread sheet and word processing software for personal computers
- principles and practices of supervision

- methods of project budgeting
- safe work practices

Ability to:

- properly and safely operate the full range of vehicles and equipment
- perform maintenance and modification on vehicles, processing equipment and heavy equipment
- resolve technical equipment problems
- push, pull, lift and carry weights up to 30 pounds
- hear and distinguish various sounds, such as voices of co-workers in noisy environments
- use telephone and write or use a keyboard to communicate through written means
- understand and carry out oral and written directions independently
- plan, coordinate, direct and formally evaluate the work of others
- effectively train others to safely and correctly perform tasks
- prepare and maintain accurate records, logs, orders, and reports
- act in courteous and diplomatic manner with members of the public
- work outdoors in adverse weather conditions
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- High school graduation or tested equivalent
- Three years of experience maintaining and repairing mechanical equipment
- Three years of direct supervisory experience

LICENSES AND CERTIFICATES

- a valid Class C California Driver's license and a safe driving record
- a current Forklift Operator Certificate