

EQUIPMENT SHOP SUPERINTENDENT

The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

DEPARTMENT: Property Management

REPORTS TO: Property Management Director

CLASS SUMMARY

Manages the vehicle management operation of the Property Management Department, overseeing customer service and inventory control and evaluating production and performance

DISTINGUISHING CHARACTERISTICS

The Equipment Shop Superintendent is a stand-alone classification.

TYPICAL CLASS ESSENTIAL DUTIES

- Supervises two or more full-time staff to include prioritizing and assigning work, conducting performance evaluations; ensuring staff is trained, and making hiring, termination, and disciplinary recommendations.
- Directs the Equipment Shop Supervisor in the operation of the shop, setting priorities in vehicle maintenance.
- Prepares vehicle maintenance reports for progressive inspection to include maintaining records on vehicle repairs and expenditures per repair.
- Maintains computerized system to account time, production, planned and completed maintenance.
- Coordinates vehicle maintenance with departments to minimize down-time.
- Enforces safety rules of the department and work area.
- Tracks department expenditures to include vehicle repairs and general department expenditures.
- Oversees the inventory of shop supplies and service parts and directs the Material Control Technician .
- Confers with departments to track customer satisfaction and quality control.
- Ensures proper mechanic and safety training for staff.
- Schedules rental vehicles.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

POSITION SPECIFIC DUTIES

Does not apply.

KNOWLEDGE AND SKILLS

Knowledge of:

- Equipment preventive maintenance schedules;
- Applicable laws and regulations;
- Safety requirements and procedures;
- Basic accounting principles;
- Supervision principles;
- Basic automotive repair, maintenance and part identification;

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Skill in:

- Keeping records;
- Managing projects;
- Estimating cost;
- Troubleshooting equipment;
- Estimating job time and scheduling requirements;
- Matching abilities with the job;
- Using computers and software applications;
- Training staff;
- Monitoring and evaluating performance;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

TRAINING AND EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) and five years of progressively responsible equipment maintenance and repair service experience including management; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATION

- Valid North Carolina Driver's License;
- ASE Certified.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Typically requires stooping, kneeling, crouching, crawling, reaching, standing, walking, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

GENERAL INFORMATION

FLSA Status: Exempt

Class Spec Established/Revised: E11/99; R8/02