



COUNTY OF NYE

CLASS TITLE: EQUIPMENT MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Public Works plans, assigns, supervises and reviews the work of a crew of skilled and semi-skilled workers in the repair and maintenance of a wide variety of gasoline and diesel automotive, construction and mechanical equipment.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Plans, participates in, assigns, supervises and reviews the work of mechanics and other workers engaged in the overhaul, maintenance and repair of a variety of automotive, construction, and mechanical equipment.
2. Manages the County's fleet services functions to include vehicle repair shops, fuel management program, equipment/vehicle parts warehouse, reviewing technical specifications for equipment acquisition or replacement.
3. Manage capital replacement policies and procedures to ensure cost effective operations, fleet reliability, consideration of environmental and cost sustainability goals, and service of user needs; work with user organizations for specification of replacement of vehicles and equipment; follow County procedures and document vehicle life cycles as required by NRS documentation statutes.
4. Oversee the preparation and justification of departmental budget based on staffing, resource requirements and plans, goals and objectives; controls expenditures within delegated authority and ensures adherence within approved budget allocations.
5. Coordinate the preparation of vehicles and equipment for auction and the return of revenue from the sale.
6. Manage and point of contact for CDL licensing, employee history, testing/certification and equipment procurement to ensure compliance.
7. Inspects work in progress and upon completion for compliance with policies, procedures, and standard trade practices.
8. Makes initial inspections in difficult cases and diagnoses mechanical defects.
9. Coordinate the County's preventative maintenance program and schedules vehicles for preventive maintenance; arranges for outside mechanical work to be done at local shops.
10. Prepares cost estimates and makes recommendations regarding feasibility of major repairs.
11. Prepares reports; maintains records of time, materials and equipment used; meets with vendors and orders supplies and materials.

12. Performs inventory control and maintains sufficient stock, materials, and supplies.
13. Order government surplus equipment; unloads, stores, and maintains inventory of equipment until appropriate agency claims the equipment.
14. Ensures adherence to safety practices by shop personnel.
15. Checks new equipment to ensure operational correctness.
16. Provides training to subordinates.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination equivalent to graduation from high school or successful completion of a G.E.D. or high school proficiency exam, completion of apprenticeship program for mechanics to the journey level and supervisory experience.

LICENSES:

Valid Nevada driver's license – CDL; with minimum endorsement including "T" – doubles and triples, "N" – tankers, and "H" – hazardous materials.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Mechanics, clerical staff and outside contractors.

CONTACTS:

Co-workers, staff, other department personnel, outside contractors, and vendors.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Subject to lifting of stock and equipment in garage and equipment maintenance environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Subject to dirt and fumes in garage and equipment maintenance environment.