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| <b>Position Code: 4755</b> | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Code: 1</b>         | <b>EEO Category: 7</b>         |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise others, and provide highly specialized maintenance of City motorized vehicles and equipment. The class is responsible for preventive maintenance, major and minor repairs, vehicle modifications, maintenance documentation, and parts inventories. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises others including training, scheduling, and assigning and evaluating work; coordinates with equipment users and other agencies on equipment readiness matters.
- Oversees or performs inspection of heavy vehicles and equipment and preventive maintenance.
- Oversees or performs inspection, set-up, and other preparation of new vehicles and equipment to be placed in service.
- Oversees or performs routine minor maintenance such as tire change, timing, adjusting, and lubricating.
- Oversees or performs major repairs such as engine overhaul, transmission repair, and service and repair of complex sub-assemblies of heavy equipment such as hydraulic, electric, or vacuum systems.
- Oversees or performs servicing of vehicles such as changing tires, batteries, wiper blades, or other.
- Oversees or performs vehicle modification such as installing or removing special equipment, or other modifications and fabricate parts as required.
- Monitors and maintains supplies of parts and materials; orders replenishment as required.
- Oversees or performs State safety inspections.
- Oversees or performs shop or area maintenance such as general clean up.
- Reviews or prepares documentation for maintenance activities such as repairs, parts used, cost, and other information.
- Provides advice and assistance to vehicle or equipment operators as necessary.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b>                 | Gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.   |
| <b>Interpersonal/People Involvement</b> | Giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.   |
| <b>Reasoning Requirements</b>           | Performs coordinating work involving guidelines and rules, with constant problem solving.  |
| <b>Mathematical Requirements</b>        | Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures such as circumferences, areas, or volumes; may compute ratios, rates, or percents.   |
| <b>Language Requirements</b>            | Reads technical manuals, journals, and professional publications; speaks informally to groups of co-workers, staff in other departments, the general public, people in other organizations; composes original and specialized reports and forms. |

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| <b>Mental Requirements</b>           | Performs specialized technical work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure. |
| <b>Decisions/Supervisory Control</b> | Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product.   |

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in heavy duty and specialized vehicle automotive mechanics, or a closely related field. |
| <b>Experience</b>                          | In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of closely related, full-time equivalent experience.   |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards and CDL. State inspection certification. Special skills or equipment certification may be required.                                       |

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*