

CITY OF IOWA CITY - Job Description

Job Class #27-16

FLSA Exempt
Civil Service

Identification

Position Title: Assistant Superintendent – Equipment
Department: Public Works
Division: Equipment
Supervisor: Equipment Superintendent

Job Summary

Under the general direction of the Equipment Superintendent, supervises the daily operation of the Equipment shop(s) including activities involving scheduling, testing, training and supervision of mechanics and parts personnel.

Job Scope

Directly supervises seven to ten employees. Monitors budget expenditures.

Essential Job Duties and Responsibilities

Checks work orders and requests to **verify** parts and labor are charged out correctly and **coordinates** warranty repairs with dealers.

Prioritizes vehicle repair requests; **determines** whether work needs to be contracted out or performed in house; **schedules** work and **assigns** daily work orders to division employees.

Oversees staffing, parts, supplies, scheduling and plans for both intermediate and long-term needs of the division and customers.

Coordinates scheduling, repairs and completion of body work for fleet.

Performs initial, in-progress and final inspections of work performed by the line mechanics.

Responds to service calls in the field and **substitutes** for Equipment Superintendent, Parts Clerk and Mechanics in emergency situations.

Evaluates assigned employees' performance.

Trains mechanics on various repair techniques and test equipment and **establishes** preventive maintenance schedules and check lists.

Monitors parts room inventory, tire inventory and personnel needs.

Monitors, purchases and **replenishes** tool inventory.

Maintains the currency of technical manuals and journals, as needed.

Monitors employees for compliance with safety rules and regulations.

Advises the Equipment Superintendent on technical aspects of vehicle specifications.

Authorizes overtime, vacation time and compensatory time off for employees.

Recommends to the Equipment Superintendent the hiring, disciplining and promoting of division employees.

Communicates with other City divisions on vehicle statuses.

Conducts Equipment division meetings, **attends** departmental staff and safety meetings.

Reviews and approves Equipment division payroll timesheets.

Creates and **monitors** work orders using computerized fleet management system.

Reviews completed work orders, **posts** final charges and **closes** work orders.

Monitors repair expenditures.

Manages warranty repairs and vehicle recalls.

Authorizes tool and shop equipment purchases.

Assists in managing the City-owned fuel sites.

Manages the City taxi-cab inspection program.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions, and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme heat; extreme cold, risk of electrical shock; and explosives.

The noise level in the work environment is usually loud.

Minimum Education, Experience and Certification

High school diploma or equivalent plus additional training beyond high school in the area of vehicle and heavy equipment repair at journeyman level required. Five years' experience minimum in vehicle/equipment maintenance required. The following certifications or licenses will be required within one year of hire: National Incident Management System (NIMS) IS100, IS200, IS300, IS700 and IS800 certification and Class A Underground Storage Tank Operator certification. Valid driver's license with satisfactory driving record required. Valid Iowa Class B commercial driver's license with airbrake endorsement required within 90 days of hire. This position is subject to federal drug testing requirements including screening through the FMCSA Clearinghouse. A pre-employment drug screen is required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred Education, Experience and Certification

Associate degree or equivalent from an educational institution accredited by a DOE recognized accreditation body preferred. Three years experience in management of automotive repair shop preferred.

Knowledge, Skills, and Abilities

Knowledge of municipal vehicle and equipment maintenance operations. Ability to safely use tools and equipment such as emissions and battery testers, lifts and jacks, air conditioning testing systems, trucks, tractors, forklifts and hand tools such as air tools and welding and cutting torches. Skill in the reading and practical application of manuals, schematics, blueprints and other similar specifications used by the City. Ability to read, measure and calculate types and sizes of materials needed for vehicle or equipment and repair and ability to reason amount of time that will be used in the process. Must possess strong oral and written communication skills. Ability to effectively supervise and motivate employees. Advanced knowledge of relevant computer programs, software and hardware including email, word processing and spreadsheets.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.