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| **CLASS CODE:** 6542 **PAY GRADE:** 419  |

**CLASS TITLE:** AUTOMOTIVE EQUIPMENT MAINTENANCE SUPERINTENDENT - SES

**ALLOCATION FACTOR(S)**

This is managerial work directing the automotive maintenance and repair program for a large vehicular fleet; or planning, organizing and directing the maintenance and repair of automotive, construction and heavy equipment in a shop with a staff of seven or more skilled mechanics and one or more automotive/marine equipment repair foremen. The employee(s) in position(s) allocated to this class exercise(s) independent judgment in formulating or assisting in the formulation of policies and procedures which have significant impact in personnel administration and/or preparation and administration of budgets.

**EXAMPLES OF WORK PERFORMED:**

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. Examples of work performed are not to be used for allocation purposes.)

* Directs the automotive equipment maintenance and repair program involving a large vehicular fleet.
* Directs the inspection of equipment for adherence to safety standards and the need for maintenance and repair work.
* Coordinates a major automotive and diesel equipment maintenance and repair program involving a large vehicular fleet.
* Assists in evaluating the conditions of all equipment services and makes recommendations concerning the acquisition of new and the disposal of old automotive, diesel, and related equipment.
* Directs the scheduling and dispatching of drivers and equipment.
* Conducts employee meetings throughout the state to discuss problems, safety requirements, and regulations.
* Trains shop personnel in the proper repair of equipment.
* Prepares and maintains inventory and supply records, and initiates purchase requisitions.
* Directs the repair and maintenance of marine and related equipment.
* Prepares and submits the operating budget covering the overall automotive operation or the shop operation.
* Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

* Knowledge of managerial principles and practices.
* Knowledge of program planning, coordination and evaluation techniques.
* Knowledge of budget preparation and planning.
* Knowledge of the principles and basic techniques of automotive repair work.
* Knowledge of the equipment and materials used in the repair of automotive equipment.
* Skill in the use of hand tools and mechanical equipment.
* Ability to train and supervise people.
* Ability to utilize problem solving techniques.
* Ability to coordinate major automotive and diesel equipment maintenance and repair programs.
* Ability to manage programs and people.
* Ability to communicate effectively.
* Ability to establish and maintain effective working relationships with others.

**MINIMUM QUALIFICATIONS**

**EFFECTIVE:**

7/1/2001

**HISTORY:**

01/01/1984