

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6240

TITLE: MOTOR EQUIPMENT SUPERINTENDENT

GRADE: S-27

DEFINITION:

Under direction, plans and directs the operations of maintenance and repair of County-owned vehicles and equipment at a site and the operation of a large equipment pool; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Assistant Motor Equipment Superintendent in that the Assistant Motor Equipment Superintendent directs all phases of work on a shift, whereas the Motor Equipment Superintendent directs all operations at a site.

ILLUSTRATIVE DUTIES:

Supervises staff skilled in vehicle and equipment maintenance and repair, auto body repair, machine shop and wrecker service;
Manages the spare bus fleet to ensure continuity of service when buses are schedule for maintenance and repair;
Supervises the maintenance and repair records of equipment;
Plans the work program of the shop;
Supervises safety programs and ensures facility compliance with fire codes, electrical codes, OSHA/VOSHA, EPA and environmental codes, and other applicable regulations;
Responsible for facility plant operations such as buildings, land, tenant activities, site drainage, sewer maintenance, lighting, security systems, paving, hazardous waste control and disposal and development of master plans;
Oversees the implementation of mechanic certification program;
Administers the integration of the quality control program into the agency's training program and the vehicle specification process;
Develops budgetary recommendations for facility operations;
Researches new tools and diagnostic equipment that will improve performance, job conditions and safety;
Assists in the preparation of specifications for County vehicles in conjunction with agencies;
Evaluates products intended to increase efficiency of motor vehicles and minimize emissions;
Assists in evaluating bids for new vehicles, parts, materials, equipment, services, and fuel;
Coordinates with Warehouse Supervisor to determine parts inventory requirements of scheduled repairs and maintenance;

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Page 2

Plans and schedules preventative maintenance program within established DVS guidelines;
Prepares and/or supervises the preparation of position descriptions, development of job performance standards and provides guidance to supervisors of the performance review process;
Inspects work in progress and upon completion;
Prepares reports and makes special studies as required;
Dispatches equipment as needed;
Writes specifications for the purchase of new equipment;
Works with Civil Defense Coordinator on issuance and maintenance of all County civil defense equipment;
Initiates purchase requests for all supplies and equipment used in the shop.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the methods and equipment used in the maintenance and repair of a variety of automotive and construction equipment;
Ability to plan, schedule and execute a preventive maintenance program;
Ability to plan and direct the work of others;
Ability to prepare clear and concise reports;
Ability to prepare and justify sound budget requests;
Ability to develop and maintain cordial and effective public and employee relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by a state department of education; PLUS
Five years of experience in vehicle maintenance, at least three of which must have been at the supervisory level.

REVISED: October 3, 2011

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