

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6243

**TITLE:** ASSISTANT MOTOR EQUIPMENT SUPERINTENDENT

**GRADE:** S-24

**DEFINITION:**

Under general supervision, oversees and directs employees on an assigned shift at a County garage or an off-site maintenance facility (e.g., I-95 Landfill) who are maintaining and repairing automotive and heavy equipment/vehicles; assists in planning and organizing maintenance and repair operations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Incumbents of this class are distinguished from its subordinate Senior Motor Mechanic Supervisor class in that the Senior Motor Mechanic Supervisors supervise a sub-function of motor vehicle maintenance and repair on an assigned shift while the Assistant Motor Equipment Superintendent directs all phases of work on a shift. It is distinguished from the Motor Equipment Superintendent in that the Motor Equipment Superintendent is the person responsible for all activities at that site.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)*

Directs, administers and supervises all equipment maintenance and support operations on an assigned shift or at an off-site location;

Coordinates and oversees a variety of garage activities, such as vehicle and tire repair, road service, preventive maintenance, fuel site, etc., and may test drive vehicles to ensure proper maintenance;

Directs, administers and coordinates the repair and maintenance of heavy and special purpose equipment at an off-site facility;

Establishes and reviews work schedules to ensure best utilization of personnel;

Coordinates repairs and priorities with the facility's Superintendent, Assistant Superintendents on other shifts, commercial repair firms and customers as required;

Supervises and participates in the inspection of motor vehicles and monitors compliance with maintenance practices;

Reviews repair orders and commercial job tickets for accuracy and completeness;

Ensures adherence to all County purchasing procedures and requirements;

Ensures that fleet statistical data is maintained for reference;

Prepares written justification for long-range budget requirements for staffing, operating expenses, and capital equipment;

Prepares periodic activity reports;

Conducts audit compliance inspections;

Assists in preparing vehicle specifications;

Coordinates the receipt of new equipment between vendors and customers;

Handles customer complaints;

Performs performance evaluations, employee discipline, counseling and training;

Assists Safety Coordinator in accident investigations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Knowledge of the methods, equipment and supplies used in motor equipment repair and maintenance and garage management;

Ability to plan, schedule and supervise the work of others;

Ability to perform audits of site records, work procedures, facilities and equipment and take corrective action as required;

Ability to keep records and prepare reports;

Ability to work with various business firms in the procurement of equipment; Ability to maintain good working relationships with County staff.

**EMPLOYMENT STANDARDS:**

High school graduation or a G.E.D. issued by a state department of education;

PLUS Three years of experience in vehicle maintenance;

PLUS Two years of experience at the supervisory level;

Completion of an Agency approved supervisory development program OR completion of the Fairfax County Supervisory Competency Certificate as revised for Maintenance and Trades may be substituted for one year of the required supervisory experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Some positions in this class may require a Commercial Driver's License.

ES REVISED: November 1, 2011  
REGRADED: August 23, 2010  
ESTABLISHED: October 27, 2000