



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: EQUIPMENT SERVICES MANAGER

BARGAINING UNIT: [CIV MANAGEMENT](#) **CODE NUMBER:** 2190

PAY RANGE CODE: [26.2 MC](#) **REVISION DATE:** 8/27/15

NATURE OF WORK:

This is administrative and technical supervisory work in directing the maintenance, repair, and procurement of the City's vehicular equipment. Work involves the responsibility for planning, directing, and coordinating the activities of technical, clerical, and skilled maintenance staff engaged in providing equipment maintenance, repair, and clerical support services. An employee in this classification works with considerable independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Manages equipment maintenance operations; including maintenance and repair of heavy equipment, trucks, tractors, specialized equipment, emergency equipment, and police and passenger vehicles.

Manages the centralized parts, materials, supply warehouse, automated inventory control, and bookkeeping operations; establishes parts and equipment specifications and inventory levels.

Oversees the operation of the automated vehicle preventive maintenance program and establishes replacement parameters.

Determines the cost effectiveness of performing services in house or sub-contracting, makes recommendations accordingly, and implements contracts for services.

Supervises the preparation of specifications for parts and equipment to be purchased and contracts for services to be let out for bid, reviews bids, and makes recommendations for acceptance or rejection.

Prepares financial analysis and service objective reports; prepares division budget and controls expenditures of allocated funds; maintains accurate records and prepares reports; ensures that work is accomplished within budget limitations; manages the chargeback program for vehicle charges.

Assesses technical personnel skill level and trains foremen to ensure accountability for the operation of their individual shops.

Manages fleet acquisitions by planning, forecasting, and making recommendations to City departments on their vehicle needs.

Oversees and manages fuel operations, infrastructure, operations statutory requirements, and market trends for ten fueling locations; bids annual fuel contracts and monitors usage.

Evaluates vehicles for surplus; manages online auction program to insure maximum vehicle utilization and sale of assets.

Oversees and participates in the hiring, firing, disciplining, training, orienting, scheduling, and performance evaluations of assigned personnel.

Monitors and reviews accident, repair, and recovery process.

Manages and directs new vehicle in-service program.

Assists in the preparation and implementation of short and long term goals and objectives.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the techniques and procedures involved in managing a repair facility engaged in the maintenance and repair of all types of vehicles: on-road and off-road, gasoline and diesel powered, from passenger to heavy duty industrial.

Knowledge of the maintenance and repair techniques, procedures, materials, and tools used on gasoline and diesel powered light and heavy equipment.

Knowledge of the safety standards and procedures related to the operation of a vehicle maintenance facility.

Knowledge of inventory control system procedures.

Knowledge of record keeping and computerized data management techniques.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to review and prepare specifications for trucks, tractors, heavy equipment, and specialized equipment.

Ability to prepare clear, organized business correspondence and technical reports.

Ability to perform technical research and make recommendations as to the maintenance and repair of equipment.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to understand written or oral instructions.

Ability to sit from 51 to 75% of the time; bend, stoop, squat, and kneel from 26 to 50% of the time; and to climb, reach, balance, crouch, crawl, stand, walk, push, pull, and lift up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects from 67 to 100% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Business Administration, Public Administration, or a related field

AND

Seven (7) years of work experience in a facility whose function is the maintenance of a gasoline and diesel powered fleet, including at least four years of management experience in personnel supervision and the maintenance of an automated inventory control program

OR

An equivalent combination of experience and education.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions)*

Work is performed primarily in an office setting. However, an employee in this classification is required to work in an industrial building setting or outdoors in all weather conditions, amid noise requiring shouting to be heard, near or with moving machinery, working in high places or confined spaces, in conditions such as fumes, odors, dust, mists, or gases.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer
Telephone

Calculator

Copier

Previous Revision Date(s):

6/24/93

3/30/00

7/31/08