



## EQUIPMENT SUPERVISOR 1

**Department: Multiple**  
**Job Class #: 565000**  
**Pay Range: Maint/Trades 37**

**FLSA: Non-Exempt**  
**Represented: Yes**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is responsible and skilled administrative, supervisory and technical work related to fleet vehicle and equipment maintenance and repair for Pierce County.

**SERIES CONCEPT:** This classification is the first level of the series which consists of levels 1 and 2. The Equipment Supervisor 1 is distinguished from the Equipment Supervisor 2 by the less number of staff assigned, moderate size and diversity of the shop operations, number of facilities the position oversees, and by the performance of Equipment Technician duties.

### **ESSENTIAL FUNCTIONS:**

- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Conduct or review diagnoses of vehicles and equipment, determine nature and extent of work, set repair and parts priorities, investigate complaints regarding equipment performance, repairs and modifications.
- Examine, diagnose and perform necessary repairs on vehicles and equipment.
- Monitor and approve purchase requisitions and vouchers; provide input, monitor, and assist in developing and administering the assigned facility operating budget. Conduct and analyze cost accounting, cost projections, equipment needs assessment and disposal; prepare and present findings, make recommendations, and implement proposed plans for vehicle retention and maintenance.
- Maintain records which evaluate and document operations and track equipment performance and repair history. Maintain records of inventory and activity related to vehicles, equipment, labor, and maintenance.
- Develop and implement programs to improve efficiency of the division.
- Oversee the maintenance and operations of facility.
- Serve as liaison between County and outside vendor/contractors. Ensure that work performed meets County standards; attend a variety of meetings and conferences as required.
- Develop and oversee the hazardous material and safety program for the department; ensure compliance with related federal, state and local regulations.
- Work may be performed on 24-hour standby.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.

**EQUIPMENT SUPERVISOR 1**  
**Classification Description – Pierce County**  
**Page 2**

**OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** This classification supervises Equipment Technicians and other related subordinate staff. Assignments are received in the form of verbal instructions and are carried out with considerable independence. Work is monitored through reports and discussions to ensure conformance with County standards and general instructions with an administrative superior.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and in a garage, or in the field at various job sites. Travel to various locations, job sites, or to attend meetings or vendor sites is required. Work is subject to loud noises and hazardous fumes or chemicals and is subject to inclement weather conditions.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. This position requires finger dexterity to use and operate hand and power tools, equipment, and a personal computer. Extended periods of standing, bending, and carrying, lifting or moving parts and equipment weighing 50 lbs. may be required. Use of sight and hearing to inspect, observe, and monitor maintenance and repair activities. Driving to various sites and work locations may be required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Principles and practices of effective supervision.
- Standard practices, methods, materials, tools, and techniques associated with the repair and maintenance of automotive equipment.
- Computer systems and their application to a maintenance operation.

**Skill in:**

- Use and operation of a variety of hand and power tools used in repairing general automotive equipment.
- Use of diagnostic tools and manuals used to determine problems.
- The use of systems software, spreadsheet software and computers at the proficient level.

**Ability to:**

- Forecast the necessary parts and processes required for up-fitting incoming equipment and coordinate ordering in a timely manner.
- Plan, layout, and assign work of a number of skilled technicians.
- Lead, direct, and guide personnel to obtain maximum productivity.
- Learn computerized operations applicable to the position.
- Establish and maintain effective working relationships with co-workers.
- Stand for long periods of time.
- Bend, stoop, reach, climb, and twist while working on equipment.

**EQUIPMENT SUPERVISOR 1**  
**Classification Description – Pierce County**  
**Page 3**

**KNOWLEDGE, SKILLS, AND ABILITIES: (continued)**

**Ability to: (continued)**

- Read and understand technical materials such as repair manuals, parts catalogs and specifications.
- Demonstrate sufficient strength, agility and dexterity to perform the work of the position.
- Meet the travel requirements of the position.
- Physically perform the essential job functions.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Two years of experience as a journey-level technician, including a year as lead-worker is required. Additional education in fleet management, supervision and management techniques, or a closely related field may substitute for the required experience to a maximum of two (2) years.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Possession of a valid Washington State Driver's license is required. Satisfactory physical condition as evidenced by a County-approved physical examination.