

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: EQUIPMENT/AUTOMOTIVE MAINTENANCE CREWLEADER

PERSONNEL COMMISSION APPROVAL: AUGUST 21, 2019 (*Revised*)

COUNCIL APPROVAL: DECEMBER 2001

JOB CODE: 0142

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEA

FLSA STATUS: NON-EXEMPT

EEOC CODE: SKILLED CRAFT WORKERS

JOB SUMMARY

Under general supervision, coordinates and oversees work and assigned staff in the maintenance and repair of a variety of City vehicles and specialized equipment as well as oversees the operations of the fleet maintenance stockrooms and the automated fleet and fuel management systems.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Fleet Operations Supervisor
Supervises: Skilled and non-skilled craft personnel

DISTINGUISHING CHARACTERISTICS

Differs from Equipment/Automotive Maintenance Leadworker in that the Crewleader functions as a working supervisor and oversees the projects and work of all crews while the Leadworker performs advanced journey-level work and provides instruction and direction to personnel of an assigned crew regarding daily work tasks.

EXAMPLES OF ESSENTIAL DUTIES

- Oversees the work of skilled employees in the maintenance and repair of fleet vehicles and equipment
- Schedules and plans the operations of the crews and coordinates projects; maintains inspection and repair records; oversees all work in progress to ensure quality, timeliness and safety
- Evaluates work projects to assess staffing, equipment and time requirements; prepares action formats to complete assignments in accordance with directed

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- priorities; inspects completed work for compliance with established standards and other requirements before releasing vehicles or equipment into service
- Performs a variety of operations, research, and analytical duties in support of fleet operations activities; provides input during the budget process and monitors the operating budget for area of responsibility
 - Assists fleet operations staff with the creation of vehicle/equipment repair orders; provides scheduled and overdue preventative maintenance work list and reports for all fleet vehicles/equipment; monitors repair records to ensure accuracy and completeness
 - Monitors and oversees the operational status and inventory levels of the multiple fleets' parts and supplies room; initiates purchase orders and fund transfers between accounts or purchase orders as necessary
 - Receives new equipment, participates in new vehicle preparation and enters new equipment into fleet and fuel management systems
 - Maintains the automated fuel system; creates and assigns employee PIN numbers; equipment numbers and other information necessary for fuel tracking
 - Assists with interviewing and training of employees, assigns and evaluates work; conducts performance appraisals
 - Coordinates repair work with outside vendors
 - Ensures compliance with occupational safety, hazard and related programs, policies and procedures;
 - Generates fleet management reports using available report programs in fleet and fuel management systems along with standard report writing programs
 - Supports and actively promotes the City's safety programs by providing instruction, training and receiving new and updated regulations and material
 - Performs periodic safety inspections; identifies and corrects safety hazards
 - Assists or participates in repair or field work as necessary; responds to emergency calls for service on a call-out basis
 - Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
 - Maintains a regular and consistent attendance record
 - Travels to offsite locations within and outside the City
 - Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and techniques of fleet maintenance and repair, and inventory control
- Applicable federal, state and local rules and regulations of fleet maintenance and repair
- Machinery, equipment and tools necessary for the maintenance and repair of fleet vehicles
- Computer hardware and software pertinent to record keeping, maintenance and repair records, inventory control and related fleet maintenance and operations
- Occupational hazards and safety practices applicable to vehicle maintenance operations
- General budgeting and supervisory practices

Ability to:

- Schedule and prioritize staffing and projects
- Delegate work assignments and monitor and evaluate work progress
- Interpret manufacturers' maintenance manuals
- Research and gather information related to vendors, equipment and supplies
- Resolve day-to-day questions/problems regarding equipment, materials, methods, and procedures needed to complete maintenance work
- Maintain accurate records
- Use hand and power tools
- Operate personal computers, specialized and standard software applications including spreadsheets
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Deliver quality customer service
- Travel to offsite locations within a reasonable timeframe

Education: High school diploma or equivalent.

Experience: Five (5) years' automotive, diesel and/or heavy equipment or specialized equipment maintenance and repair, fleet management, or inventory control experience,

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including two (2) years of lead or supervisory experience.

Certifications/License:

A valid California Class A or Class B driver license with an acceptable driving record required by time of appointment and during course of employment.

Must possess and maintain certification from the National Institute for Automotive Service Excellence (ASE) in the following

- C1 – Automobile Service Consultant
- T1 - Gasoline Engines
- T2 – Diesel Engines
- T4 – Brakes
- T5 – Suspension and Steering
- T8 - Preventive Maintenance Inspection

SPECIAL CONDITIONS

Positions in this classification are deemed safety sensitive under Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMSCA) regulations and subject to drug and alcohol testing.

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice Program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office or repair shop environment with exposure to extreme noise, exhaust fumes, dust, solvents, oils and other physical, electrical, mechanical, and chemical hazards. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes,

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pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors there is full exposure to various weather conditions including elevated noise, wind rain, sun exposure, extreme temperatures, etc. Must utilize approved safety equipment and protective gear, including but limited to hard hats, respirators and/or hearing protective devices.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 8/2019 jd