

EAST BAY REGIONAL PARK DISTRICT

SERVICE MANAGER

GENERAL FUNCTION

Under direction, to supervise and coordinate the activities of shop facilities engaged in the maintenance, repair, purchase, and disposal of automotive, construction and maintenance equipment, and to do other work as required.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to:

Repair/Maintenance: determines extent of the repairs to be made and maintenance requirements; prepares vehicle repair orders; assigns work based on workload, expertise needed, equipment priority, etc.; makes cost analysis to determine if repairs are economically feasible; assists mechanics in diagnosing mechanical and electrical problems and provides expert help and consultation regarding difficult problems; inspects work in progress and upon completion. Vehicles/equipment maintained and serviced include, but are not limited to: automobiles, ATVs, trucks (e.g., pickups, graders, fire engines), patrol boats, motorcycles, and SUVs; coordinates Biennial Inspection of Terminals (BIT) inspections with the California Highway Patrol and the Risk Department.

New Equipment: purchases trailers, ATVs, mowers, attachments (e.g., augers, flail mowers, woods mowers, etc.), and motorcycles; coordinates the set up of new police and fire emergency vehicles with the respective department; obtains bids and arranges for painting of new District vehicles;

Training/Testing: assists in providing District staff with continuing education in the safe operation and maintenance of vehicles and equipment, e.g., training classes on pre-trip, trailer safety, trailer loads and tie-downs, BIT inspections, etc. develops course outline, coordinates scheduling with the Human Resources Department, and conducts training; administers DMV pre-trip, skills, and driving test for commercial (Class A and B) licenses to District staff; determines whether employee passes test.

Supervision: supervises mechanics and shift leaders in performance of repair and maintenance work; trains new employees and ensures staff is current in latest technology; determines work standards and safety rules; evaluates employee performance; administers personnel actions; is responsible for the care and storage of parts, supplies and tools; does actual work on the equipment as is necessary to get the work done in an effective and efficient manner; assists the Equipment Superintendent in determining priorities and work to be contracted out, maintains a District program of preventative maintenance, prepares cost reports, maintains files, and recommends purchase or rejection of equipment.

OTHER FUNCTIONS AND DUTIES

Other functions and duties related to this role will include: Performs a variety of administrative tasks to accomplish work, e.g., prepares vehicle repair orders, purchase requisitions, etc; conducts safety meetings for crew; coordinates and prepares vehicles for auction, orders fuel for various parks and sites; acquires permits for underground fuel storage, waste oil, Air Resources Board, etc.; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Equivalent to completion of the twelfth grade; and

Experience: Five years experience in the maintenance and repair of automotive and heavy equipment, two years of which must have been in the supervision of the work of journey level mechanics engaged in the maintenance and repair of a fleet of automotive-maintenance equipment.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS & ABILITIES

Ability to communicate effectively both orally and in writing; work independently as well as in a team environment; develop and maintain productive and cooperative working relationships with District management and staff, other agencies, contractors, and consultants. Thorough knowledge of the principles, operation, and repair of gasoline, diesel, and alternative fuel-powered equipment. Ability to accurately diagnose equipment problems and to determine costs of repair. Journey level knowledge of all shop activities, including bodywork, painting, welding, and affiliated trades. Knowledge of California Department of Motor Vehicles rules and regulations; principles of cost accounting, recordkeeping, and effective report writing; and purchasing practices and procedures. Ability to work independently. Ability to supervise and evaluate the work of subordinates.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid and unrestricted California Class A driver's license with air brake and tank endorsements, is required. A valid California DMV Examiner's certificate is also required. New employees must obtain the required license with all endorsements prior to completing probation. New employees must be able to complete the DMV Examiner's Course by the end of the next available class. Must be willing to work outdoors in a variety of weather conditions and willing to work unusual hours and/or on weekends.

REPORTS TO: Fleet Manager

SUPERVISES: This position supervises Lead Mechanics, Senior Equipment Mechanics, Light Equipment Mechanics and Apprentices.