

CITY OF GLENDALE

TITLE: Equipment Management Superintendent	CLASS CODE: 921
REPORTS TO: Director of Field Operations	GRADE: 33
DEPARTMENT: Field Operations	FLSA: E
JOB SPECIFICATION DATE: July 1, 2005 bwg	

JOB SUMMARY

Plans, organizes, and manages the activities and staff of the city's fleet and equipment management programs.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and manages the operations and staff of the equipment maintenance shop.
2. Manages equipment facilities, vehicle procurement/dispositions, purchases of all fuels utilized by the city, and enforces warranty and contract agreements on equipment.
3. Establishes equipment work procedures, preventative maintenance and repair standards, service schedules, quality control programs and policies, and procedures for hazardous waste and environmental issues.
4. Develops, implements, and monitors plans, policies, and procedures related to the operation of the equipment management division.
5. Manages the operation of the city-wide vehicles replacement program.
6. Writes or revises specifications for the procurement of supplies and parts necessary for fleet management.
7. Designs and supervises the installation and operation of computerized accounting, statistical and records systems, and universal maintenance standards.
8. Prepares requests for proposals, grant requests, and develops specifications and cost analyses; makes recommendations regarding acceptance or rejection of bid proposals.
9. Monitors and maintains the operation of the alternative fuel program.
10. Develops and monitors the equipment management budget.
11. Interprets, explains, and enforces federal, state, and local rules and regulations governing equipment management, fleet management, and vehicle emission compliance.
12. Prepares various reports to City Council, senior management, and various agencies at state level (ADOT, ADEQ).
13. Acts as the training coordinator for all public works departments.
14. Manages and monitors inmate work programs (ASPEN).

SECONDARY FUNCTIONS

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles, practices, tools, and equipment of fleet management and maintenance
Cost analysis, environmental/emissions regulatory compliance, and motor fuel procurement procedures
Supervisory and management policies, procedures, and techniques
Budget development and administration
Computerized accounting and statistical record keeping systems

EQUIPMENT MANAGEMENT SUPERINTENDENT

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Ability to:

- Plan, organize, manage, and evaluate the work of employees
- Develop and monitor a budget
- Write clear and concise specifications, reports, and analyses of requirements
- Establish and maintain effective working relationships with city staff
- Communicate effectively, verbally and in writing

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration, engineering, or a related field, and four years experience in fleet management and repair, including two years of supervisory experience.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license

A pre-employment drug test is a condition of consideration for employment