



CITY OF AVALON

**MARCH 2015
FLSA: NON-EXEMPT**

SENIOR MAINTENANCE COORDINATOR

DEFINITION

Under general supervision, leads and performs highly skilled, technical and advanced mechanical work related to City vehicle repairs and equipment installation including fire, utility, harbor equipment, vessels & facilities, and maintenance equipment; performs welding and fabrication work as necessary; advises and assists with the replacement of the automotive fleet; acts as a technical advisor to harbor and public works staff on a wide range of mechanical, computer and equipment repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Director or assigned supervisor. May provide technical and functional direction and support to mechanics and harbor and public works maintenance staff.

CLASS CHARACTERISTICS

The Senior Maintenance Coordinator is an advanced journey-level class that performs the full range of specialized maintenance, troubleshooting, service, and repair activities on a wide range of light to heavy City vehicles, fire vehicles, harbor vessels, facilities and equipment, construction and maintenance equipment and body and frame work required to ensure that all fleet, vessels, equipment and facilities are maintained in a safe and effective working condition and provide the highest level of safety for City use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned vehicles, vessels, facilities and equipment. Incumbents are expected to work independently and exercise good judgment and initiative. Positions at this level are distinguished from journey-level classifications by the performance of the full range of specialized duties and complex projects, as assigned, working independently, and exercising judgment and initiative. This class is distinguished from other mechanics and maintenance workers in that it performs the most highly-skilled technical and mechanical activities. This class is distinguished from the Public Works Director in that the latter has overall management responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, leads and provides highly technical harbor maintenance resources to maintenance and mechanic staff and crews in their daily work; oversees the maintenance and repair of City equipment, including harbor equipment and vessels, vehicles and public works equipment; oversees and participates in the repair and maintenance of harbor facilities.



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- Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, harbor vessels, equipment and facilities as well as maintenance and construction equipment.
- Provides technical oversight, troubleshoots, and repairs marine diesel engines, drives, and control systems; troubleshoots and repairs heavy equipment, hydraulics, and other systems.
- Oversees and performs routine preventative maintenance to automobiles, trucks, and heavy and non-motorized equipment on a regular schedule.
- Maintains, troubleshoots and repairs pumps, valves and control equipment for City owned pump stations.
- Maintains, troubleshoots and provides guidance regarding computer-related aspects of service equipment and support systems.
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches; tunes up engines; diagnoses fuel injection problems; replaces ignition parts; cleans and adjusts carburetors.
- Inspects, diagnoses, and locates mechanical difficulties on trucks, vessels and construction equipment.
- Makes light and major repairs on pumps, valves, and major fire equipment apparatus; repairs outboard motor and controls of City boats; adjusts and repairs or replaces components on suspension systems for vehicles and equipment.
- Develops and directs a regular inspection schedule of equipment and machinery; troubleshoots electrical and mechanical problems in vehicles and equipment.
- Performs safety and preventive maintenance tasks on vehicles, vessels, equipment, and machinery.
- Assists other maintenance and mechanical personnel in the performance of complex or emergency duties as necessary.
- Maintains accurate records; orders supplies, parts, and materials; picks up parts as necessary.
- Plans assigned work projects; prepares estimates of time and materials needed to perform assigned repairs and maintenance; ensures adequate materials and supplies are available for proper performance of maintenance work; assists in requisitioning and maintaining inventory of equipment, tools, parts, and supplies used in the maintenance and repair duties.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Maintains accurate computerized logs and records of work performed and materials and equipment used; prepares reports as required.
- Responds to after-hours emergencies.
- Performs other duties as assigned.
- Participates in the development of policies and procedures; recommends programs, projects, and work assignments to the Director of Public Works; assigns work to assigned crews; monitors work activities to ensure safe work practices, work quality and accuracy; coordinates and provides ongoing safety training programs; ensures compliance with applicable rules, policies, and procedures; establishes performance goals for crews and individual employees; participates in the selection, training, and evaluation of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate
- Plans, coordinates, prioritizes, monitors, and participates in the work of crews responsible for the construction, maintenance, repair, and/or operation of streets, sewers, landscapes, parks, and



building maintenance; provides day-to-day leadership to crews; coordinates the work of the unit with other City departments and divisions, outside agencies, community groups, and the public.

- Performs the more difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews; coordinates with contractors providing services to the City; performs inspections of construction and maintenance work in assigned areas of responsibility; responds to after hours call-outs as assigned.

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QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in maintenance and repair of automobiles and vehicles.
- Practices, techniques, and methods of equipment maintenance and repair; practices, techniques and methods of harbor facility maintenance.
- Characteristics of complex mechanical, electrical, and vehicle computer systems and electrical systems.
- Operating and repair characteristics of a wide variety of City owned equipment (i.e. construction, fire, harbor, etc.).
- Principles and practices of fuel delivery systems.
- Principles of lead supervision and training.
- Operation and care of internal combustion engines and hydraulic equipment.
- Applicable Federal, State, and local laws, codes, and regulations.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Occupational hazards and safety equipment and practices related to the work.
- Modern office practices, methods, computer equipment and basic computer software.
- Principles and procedures of keeping and reporting.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Troubleshoot and determine appropriate action in the maintenance and repair of City vehicles, vessels, and a variety of diesel gasoline, electric, and natural gas powered maintenance and construction equipment.
- Perform skilled electrical, welding, and mechanical maintenance, repair, and installation work.
- Read and interpret hydraulic and electrical schematics and fabrication blueprints.
- Independently perform the most difficult equipment mechanical repair work.
- Operate a variety of automotive, truck, vessels and heavy equipment and testing equipment in a safe and effective manner.



- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Follow department policies and procedures related to assigned duties.
- Make accurate arithmetic calculations.
- Operate modern office equipment including computer equipment and software.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Provide technical leadership and training to assigned staff.
- Give, as well as understand and follow, oral and written instructions.
- Correctly interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to possession of a high school diploma supplemented by completion of mechanical training. At least five (5) years of increasingly responsible experience in repairing harbor vessels and or maintenance equipment, vehicles, and public works equipment, and experience in repairing and maintaining harbor facilities, including two (2) years of experience maintaining and repairing heavy duty gasoline and diesel powered vehicles or off-road construction equipment or watercraft. At least (3) years of supervisory experience.

Licenses and Certifications:

- Possession of or ability to obtain a valid California class B driver's license. May be required to obtain a valid California Class A driver's license.
- Certification in specialized areas such as, hydraulic systems, electrical systems, Caterpillar technology, ASE, diesel technology, Volvo engine and out-drive technology, and ABS brakes, are highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; to operate harbor vessels; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a



computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 75 pounds, or heavier weights with assistance and/or with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop and occasionally in the field and/or harbor and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, water, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays. In case of a City wide emergency or natural disaster, the employee may be required to serve as an Emergency Repair Technician.