

CLASS SPECIFICATION FOR
Superintendent/Central Maintenance Facility

GENERAL STATEMENT OF DUTIES: Plans and supervises the maintenance operations of the Central Maintenance Facility, the East End Shop and the motor pool; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position holds responsibility for the continuous maintenance and upkeep of automotive equipment, including the equipment used by the Board of Education, and for all shifts at all maintenance facilities for quality control and for productivity of mechanical personnel. The work is performed under the general supervision of the Automotive Fleet Manager. General supervision is exercised over the work of an Automotive Equipment Supervisor, Auto Parts Supervisor and the East End facility.

EXAMPLES OF WORK (illustrative only):

- Plans and administers a preventive maintenance program for all County vehicles;
- Develops standards and techniques for periodic inspection of school buses and other vehicles for safety and preventive maintenance;
- Develops plans and sets standards for general overhaul, motor repairs, transmission repairs, painting and body repairs;
- Plans and administers training programs for Automotive Equipment Mechanics and other employees;
- Responsible for developing specifications for automotive equipment as needed and assists in the purchasing of automotive parts and supplies;
- Establishes goals for productivity and works to motivate staff to attain and maintain these goals;
- Interviews, selects, trains, evaluates and disciplines employees;
- Conducts inventories of surplus vehicles and equipment and assists in arranging for disposal of surplus items through contracts or public auction sales;
- Inspects facilities for compliance with safety rules and regulations;
- Conducts regular staff meetings;
- Evaluates on an ongoing basis current equipment and operational methods and researches and proposes new methods and equipment to improve efficiency and productivity;
- Prepares a wide variety of periodic and special reports;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the construction, assembly, adjustment and maintenance of diversified automotive equipment, including heavy trucks and construction and engineering equipment; extensive knowledge of the operation and repair of internal combustion gasoline and diesel engines and chassis parts; considerable knowledge of the occupational hazards and safety precautions of the automotive mechanic trade; demonstrated ability to diagnose defects of automotive equipment and to remedy defects; demonstrated ability to plan and direct an automotive shop, making effective use of labor and materials; ability to keep records and make reports; ability to motivate personnel.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and six (6) years of experience as a journeyman auto mechanic, including three (3) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Possession of a valid driver's license issued by the State of Virginia.