

CLASS SPECIFICATION FOR
Preventive Maintenance Supervisor

GENERAL STATEMENT OF DUTIES: Implements, coordinates and supervises a program of day-to-day maintenance and preventive maintenance for all motorized equipment assigned to the public works or utilities field operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Uses knowledge of the mechanics of all field operation equipment to oversee a positive maintenance program. The incumbent is responsible for supervising the maintenance on a wide range of motorized equipment, keeping all equipment in good working condition and taking necessary steps, through a program of scheduled inspections, minor repairs, operator training, and other means of preventive maintenance, to keep equipment operating satisfactory. Also coordinates major repair on equipment with the County's Central Maintenance Facility. General Supervision is received from the Road Construction and Maintenance Superintendent.

EXAMPLES OF WORK (illustrative only):

- Supervises personnel assigned to equipment maintenance;
- Schedules equipment for repair and inspection on a routine basis;
- Troubleshoots mechanical problems in the field as they arise;
- Makes time and cost studies for replacement of old and worn equipment and service of other equipment;
- Reviews bids from vendors and reports on advisability of purchases;
- Develops training programs for operators of equipment;
- Works with storekeeper of central garage to maintain supply of parts;
- Follows up on repairs and service in order that equipment be returned to service as soon as possible;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of operation and maintenance of automotive, refuse collection, construction, and other equipment used in utilities and works field operations; good knowledge of business methods and procedures; good knowledge of principles of equipment management; good knowledge of vendor procedures and operations; considerable knowledge of mechanical parts and the availability of such parts; ability to supervise effectively; ability to perform minor repairs on a wide range of equipment; good judgment; physical condition that will permit activities including, but not limited to, heavy lifting, pushing, stooping, driving and working under adverse temperature and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and four (4) years of experience in the maintenance of internal combustion engines and equipment, including one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory demands and/or physical hazards of the given position.