

**TRANSPORTATION MAINTENANCE SUPERINTENDENT****NATURE OF WORK IN THIS CLASS**

Administers the programs and activities of the transportation maintenance operation.

**ILLUSTRATIVE EXAMPLES OF WORK** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers the programs and activities of the transportation maintenance operation.

Establishes work schedules and priorities; directs the inspection and testing of automotive and construction equipment; makes decisions regarding need for and extent of repairs to be made; determines if equipment should be repaired or replaced.

Supervises the maintenance of records of fuel, repairs and operating expenses of government equipment; forecasts material and equipment needs and approves requisitions; provides technical estimates of time and material costs of work projects; formulates equipment and material specifications as needed.

Consults with and advises administrative and operating officials regarding transportation and repair services.

Directs the study of policy, organization, methods and procedures and develops recommendations for improvement, affecting the economy, efficiency, and quality of operations and functions.

Prepares and analyzes reports and answers correspondence; maintains property inventory as well as maintenance, supply and personnel records; prepares operational budget.

Performs related duties as required.

**MINIMUM KNOWLEDGE ABILITIES AND SKILLS**

Knowledge of the standard practices, methods, tools and equipment used in automotive equipment maintenance and repair work.

Knowledge of the principles of internal combustion and diesel engines and accessories.

Knowledge of the occupational hazards and safety precautions of automotive maintenance and repair work.

Ability to administer the programs and activities of the transportation maintenance operation.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend or implement changes in policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- (A) Six years of progressively responsible experience in the automotive and heavy construction equipment maintenance and repair work and three years of supervisory experience; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

Amended: October 1998

**HAY EVALUATION**

|                 |          |            |
|-----------------|----------|------------|
| KNOW-HOW        | FI3      | 304        |
| PROBLEM SOLVING | E3 (38%) | 115        |
| ACCOUNTABILITY  | E2C      | <u>132</u> |
| TOTAL POINTS    |          | 551        |
| PAY GRADE       |          | P          |

  
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ELOY P. HARA  
Executive Director  
Civil Service Commission