City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Equipment Maintenance Supervisor</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>EQMS</td>
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<tr>
<td>Pay Grade:</td>
<td>NU20</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>12/15/2020</td>
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General Summary: This position is responsible for the supervision and coordination of scheduled, emergency, and preventative maintenance of more than 500 pieces of equipment within various city departments.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, assigns, supervises, schedules, instructs and inspects maintenance and repair of tools, equipment and vehicles.
- Prioritizes work based on equipment maintenance reports, site breakdowns, and equipment needed for future shifts.
- Maintains records on repair costs to comply with warranties; calculate estimates and repair costs.
- Completes necessary reports.
- Maintains tool, equipment and parts inventory.
- Recommends budget requests pertaining to maintenance functions.
- Recommends and implements new maintenance procedures, major repairs and replacement of equipment.
- Assists in setting goals and objectives related to maintenance functions.
- Must be available for 24 hour call-out.

Qualifications:

Education and/or Experience:

High school diploma or general education degree (GED) and five years related experience and/or training in maintenance, repair, overhaul and adjustment of types of equipment used in division, to include two years in a supervisory role.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota Class A Commercial Driver’s License (CDL) with tanker and air brake endorsements with ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The employee is occasionally exposed to toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.