City of Rapid City

Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Equipment Maintenance Chief</th>
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<tr>
<td>Job Code:</td>
<td>EQCH, PEMC</td>
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<td>Classification:</td>
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<tr>
<td>Pay Grade: AU06</td>
<td>Date Revised: 01/24/2022</td>
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<td>FLSA Status: Non-Exempt</td>
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**General Summary:** This position is responsible for coordinating for scheduled, emergency, and preventative maintenance of all equipment within their division/department. Responsible to train mechanic and maintenance employees in the matter of equipment maintenance. Responsible for planning, assigning, and directing mechanic workload. Will assist management in addressing complaints about equipment and resolving problems.

**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._

- Performs all work of an Equipment Mechanic.
- Leads the Equipment Mechanics within the division or department. This would include being knowledgeable in all areas of the job.
- Coordinates, assigns, schedules, instructs and inspects maintenance and repair of tools, equipment and vehicles.
- Inspects, diagnoses, overhauls, adjusts and repairs equipment and systems to include but not limited to gasoline and diesel engines, manual and automatic transmissions, brake systems, ignition systems, air conditioning systems, fuel systems, power take-off units, front end assemblies, suspension systems, exhaust systems, all components of the drive train.
- Assists in setting goals and prioritizing work based on equipment maintenance reports, site breakdowns, and equipment needed for future shifts.
- Helps to maintain records on repair costs to comply with warranties, calculating estimates and repair costs and tool, equipment and parts inventory.
- Use, understand and administer computerized fleet management software program.
- Must be willing to work variable hours and on an on-call basis and may act as the Equipment Maintenance Supervisor in the absence of the supervisor.
- Recommends and implements new maintenance procedures, major repairs and replacement of equipment.
- Assists in writing detailed technical specifications of use in bidding and purchasing new and used vehicles and equipment.

**Qualifications:**

- Associates degree or equivalent from two-year technical school in repair of gasoline-powered vehicles/equipment and diesel engine repair.
- Two years’ experience in maintenance, repair, overhaul and adjustments of the types of equipment maintained by the division/department including but not limited to diesel-powered heavy equipment, hydraulics, and welding, to include two years spent in a supervisory role.
• High school diploma or general education degree (GED) and five years related experience in maintenance, repair, overhaul and adjustments of the types of equipment maintained by the division/department including but not limited to diesel-powered heavy equipment, hydraulics, and welding to include two years spent in a supervisory role may be accepted in lieu of Associate’s degree.
• Must be able to apply basic math skills in all units of measure, using whole numbers, common fractions, and decimals and have ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
• Knowledge of Microsoft Office products and either Fleet Maintenance or Fuel Management Software is required.
• Streets and Solid Waste Division: Must possess a valid South Dakota Class A commercial Driver’s License (CDL) or have the ability to obtain within 30 days from date of hire.
• Parks and Recreation Department: Must possess a valid South Dakota Class B Commercial Driver’s License (CDL) or have the ability to obtain within 180 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.

The Equipment Maintenance Chief will be around moving mechanical parts; exposed to fumes or airborne particles; outside weather conditions and vibration, 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.

Will be frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl; occasionally required to sit; climb or balance and taste or smell. Must be able to 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.