



CLASS TITLE | EQUIPMENT MAINTENANCE MANAGER

PAY GRADE: EX-44 | www.cityoftulsa.org/pay

Class Code: 1006

Effective Date: 11/08/2023

****THIS CLASSIFICATION INCLUDES PAY INCREASE OPPORTUNITIES - OUTLINED BELOW****

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for management of a large maintenance operation for light fleet and heavy construction vehicles; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Prioritizes, coordinates, and supervises the function of an Equipment Maintenance Division
- Prepares and monitors annual reports to the Director
- Approves major equipment repairs
- Assists in equipment specifications for all departments
- Reviews repair records, maintenance needs and prepares work orders
- Inspects work and approves release-to-service of all vehicles repaired or serviced
- Verifies appropriateness of parts, supplies, and labor expended
- Directs the preparation and maintenance of records and reports, and the compilation and analysis of cost data
- Conducts special studies and coordinates divisional projects
- Directs and reviews the work of subordinate personnel
- Conducts and attends various meetings
- Assists in the preparation and monitoring of the budget
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in business administration or coursework related to the requirements of this job description; **and**,
- (b) Five (5) years of progressively responsible experience in the field of fleet maintenance

PAY INCREASE OPPORTUNITIES

Employee will be eligible for a one (1) step pay increase upon completion of one of the following certifications: Certified Public Fleet Professional (CPFP) through the American Public Works Association, or Certified Automotive Fleet Manager (CAFM) through the National Association of Fleet Administrators.

Employee will be eligible for an additional one (1) step pay increase by obtaining a second certification listed above.

Failure to maintain certification from which a pay step increase results will result in a loss of pay step.



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Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the methods and operation of general automotive and construction vehicle maintenance
- Considerable knowledge of fleet operations and maintenance/repair requirements
- Knowledge of budget and planning methods

Ability to:

- Prepare comprehensive plans, reports and recommendations for improved City fleet service and cost effectiveness
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside of the organization

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; may be subject to walking, standing, sitting, bending, kneeling, crawling, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "A" Commercial Driver License (CDL).

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-01

Group: Clerical and Administrative

Series: General Administrative