

July 1989

EQUIPMENT REPAIR SUPERVISOR

DEFINITION

Under general direction, to plan, organize, coordinate and supervise the work and operations of the audio-visual and office equipment repair and maintenance functions; to perform the most advanced repair and maintenance functions on audio-visual and office machines; to oversee the requisition and maintaining of necessary inventories of supplies, parts and materials; and to perform other job related duties as required.

EXAMPLES OF DUTIES

Plans, organizes, coordinates and supervises the work of the District's audio-visual and office equipment repair and maintenance functions; analyzes work load, establishing priorities and making assignments; assists in developing and implementing comprehensive preventive maintenance programs; reviews the inspection, repair, servicing and maintenance of District audio-visual and office equipment; insures the proper diagnosis of defects; reviews repair procedures; instructs and supervises subordinates in servicing and repair procedures; performs the most advanced and technical inspection and repairwork when necessary; oversees the requisitioning of needed supplies, parts and replacement equipment; maintains adequate inventory levels for shop operations; maintains and updates records on time, materials and labor used for repair functions; assists other District staff in preparing specifications for equipment purchases; consults with others regarding equipment malfunctions or equipment purchases; supervises field and emergency repairs; assists in preparing reports and annual budget estimates; prepares budget requests and controls expenditures; tabulates and records information on supplies and parts usage.

SPECIAL REQUIREMENT

Possession of the category of valid California driver's license required to meet performance requirements of the position as determined by the State Department of motor Vehicles rules.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods and practices pertaining to the operation of an audio-visual and office machine maintenance and repair function;
- Methods, materials, equipment and tools used in repairs of audio-visual and office equipment;
- Principles and methods of preventative maintenance programs;
- Safe work practices;
- Principles of budget preparation and expenditure control;
- Principles of supervision, training and shop management.

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Ability to:

- Plan, organize, coordinate and supervise the functions and operations of an equipment repair facility;
- Diagnose mechanical and electro-mechanical difficulties with skill and accuracy;
- Estimate time, labor and materials costs for maintenance and repair projects;
- Establish and administer a comprehensive preventative maintenance program;
- Perform the most advanced and technical maintenance and repair work;
- Maintain clear and accurate records;
- Assist in preparing shop budget and controlling expenditures;
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Three years of increasingly responsible skilled level experience in the repair, maintenance and overhaul of a variety of audio-visual and office equipment, preferably including at least one year in a supervisory capacity.

Education:

Completion of college level or trade school courses in audio-visual and office equipment repair is desirable.