

## EDITED TASK LISTING

**CLASSIFICATION: EQUIPMENT MAINTENANCE SUPERVISOR, CORRECTIONAL FACILITY (CF)**

***Each position within this classification may perform some or all of these tasks.***

<b>Task Statements</b>	
1.	Inspect motor vehicles and mobile heavy equipment (e.g., passenger buses, tractors) to determine condition, safety and recommend service, repairs and/or replacement using Department of Transportation Guidelines (DOT), manufacturer's specifications, Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) policies and procedures, etc., on a daily basis.
2.	Determine appropriate service, repairs and/or replacement of motor vehicles/mobile heavy equipment to maintain safety, reliability, and economical performance using State Administrative Manual (SAM), manufacturer's specifications, OFAM policies and procedures, on a daily basis.
3.	Recommend service, repairs and/or replacement of motor vehicles/mobile heavy equipment to maintain safety, reliability, and economical performance using communication skills, SAM and Department Operations Manual (DOM), as needed.
4.	Review reports of vehicles involved in traffic accidents to document incidents and confirm compliance using Office of Risk Management (ORIM), OFAM policies and procedures, SAM and DOM, as needed.
5.	Review repair estimates and invoices of vehicles involved in traffic accidents to confirm repairs/costs are necessary and appropriate using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
6.	Verify motor vehicles/mobile heavy equipment maintenance records to update the fleet vehicle database using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
7.	Adhere to manufacturer's specifications, OFAM policies and procedures, SAM and DOM to confirm motor vehicles/mobile heavy equipment meet specifications and comply with Federal and State standards, as required.
8.	Search the state fleet database and motor vehicles/mobile heavy equipment manufacturer's warranties to resolve disputes and/or discrepancies between vendors and the department regarding maintenance/repair invoices using the computer, DGS Fleet Inspector and manufacturer, as needed.
9.	Maintain records and files of inspection findings (e.g., survey, Standard 152, OFA 6 Forms) to reference, keep OFAM and state agencies apprised of fleet assets and comply with Federal and State standards using computer software, manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as needed.
10.	Review retention schedule (e.g., invoices, accident reports) to comply with periodic storage requirements using California Department of Corrections and Rehabilitation (CDCR) policies and procedures, as needed.
11.	Recommend motor vehicles/mobile heavy equipment value versus repair cost and/or replacement to make appropriate endorsements regarding course of action using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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12.	Determine when to send a vehicle (e.g., bus, van, truck, etc.) to the approved state vendor facility for the prescribed service/repair to maintain safety and reliability using manufacture's specifications, OFAM policies and procedures, SAM and DOM, as needed.
13.	Prepare purchase orders/estimates for motor vehicles/mobile heavy equipment to provide necessary information and facilitate the ordering process using DGS requirements, manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as needed.
14.	Update the motor vehicles/mobile heavy equipment repair tracking system to maintain appropriate records and facilitate the billing process using OFAM policies and procedures, SAM and DOM, as needed.
15.	Write various justifications for motor vehicles/mobile heavy equipment utilization to confirm appropriate use and compliance with Federal and State standards using OFAM policies and procedures, DGS requirements, SAM and DOM, as required.
16.	Review motor vehicles/mobile heavy equipment modification requests submitted to the Inspector of Automotive Equipment to determine approval/denial using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
17.	Submit quotes (e.g., drawings, pictures) to the Inspector of Automotive Equipment to determine approval/denial using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
18.	Recommend and review detailed motor vehicles/mobile heavy equipment specifications to reference and provide information to assist with maintenance and repairs using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
19.	Coordinate with equipment manufacturer representatives, users of motor vehicles/mobile equipment and mobile equipment regulatory agencies to procure motor vehicles/mobile heavy equipment for the Department using communication skills, OFAM policies and procedures, SAM and DOM, as required.
20.	Determine the approval/denial of rental and lease requests of motor vehicles/mobile heavy equipment to confirm compliance with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
21.	Evaluate Departmental policies and procedures (e.g., DOM, Title 15, Transportation Unit Operational Manual, etc.) to record necessary changes and confirm compliance with Operating Procedures (OP), OFAM policies and procedures using SAM and DOM, as needed.
22.	Inspect American Disability Act (ADA) equipment (e.g., wheelchair lift assemblies, etc.) to certify safety, reliability, and compliance with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
23.	Recommend repair shops to OFAM to become a registered vendor using OFAM registration package, SAM and DOM, as needed

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24.	Inspect motor vehicles/mobile heavy equipment that have been repaired by approved vendor to verify repairs were made appropriately and effectively using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
25.	Review repair estimates from vendors to verify recommended repair and maintenance to motor vehicles/mobile heavy equipment are necessary and comply with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
26.	Update the motor vehicles/mobile heavy equipment repair tracking system to maintain appropriate records and facilitate the billing process using computer software, OFAM policies and procedures, SAM and DOM, as needed.
27.	Assist in the acquisition and disposal of motor vehicles/mobile heavy equipment to maintain a safe and reliable fleet that complies with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as needed.
28.	Respond to calls from OFAM and Office of Business Services regarding inquiries, inspection, testing and review of motor vehicles/mobile heavy equipment to determine appropriate course of action and complete assignment using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as needed.
29.	Review motor vehicles/mobile heavy equipment operator's manual, to maintain professional and technical knowledge and keep up with current industry standards and administrative processes using manufacture's specification, SAM, Institutional Operating Procedures (OP), as needed.
30.	Attend statewide staff meetings and/or conference calls to share information regarding fleet programs and procedural updates using communication skills, OFAM policies and procedures, SAM and DOM, as required.
31.	Request to attend manufacturer's pre-production meetings to gain knowledge regarding new designs of motor vehicles/mobile heavy equipment to promote safety and reliability using OFAM policies and procedures, SAM and DOM, as needed.
32.	Coordinate with business owners and other State agencies regarding fleet related expenditures, warranty claims and practices to confirm cooperation using computer software, communication skills, manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as needed.
33.	Provide training to other staff regarding motor vehicles/mobile heavy equipment to verify safety and compliance with Federal and State standards using communication skills, manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as needed.
34.	Train Automotive and Heavy Equipment Mechanics to confirm a knowledgeable and capable workforce and maintain compliance with Institutional In Service Training (IST), On the Job Training (OJT), etc., in accordance with SAM, California Code of Regulations (CCR) -Title 15, etc., as required.

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35.	Direct the work of staff to make sure continued job performance is in compliance with Federal and State standards using communication skills, OFAM policies and procedures, SAM and DOM, as required.
36.	Conduct employment interviews to hire qualified candidates using communication and technical skills, State Personnel Board guidelines, Equal Employment Opportunity (EEO) objectives, as required.
37.	Review the documentation (e.g., mileage logs, Air Resource Board, Bureau of Automotive Repair) from other departments to confirm proper completion, timeliness and compliance with Federal and State standards using manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
38.	Report possible misuse of motor vehicles/mobile heavy equipment and credit cards to provide reports and recommendations to supervisors and managers using computer software, manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
39.	Report possible fraudulent repairs of state motor vehicles/mobile heavy equipment to local Automotive Fleet Inspector and managers using computer software, manufacturer's specifications, OFAM policies and procedures, SAM and DOM, as required.
40.	Contact other Equipment Maintenance Supervisors, garage personnel, supervisors, OFAM headquarters staff and other State agencies to request assistance in complex fleet issues using computer software, communication skills, OFAM policies and procedures, SAM and DOM, as required.
41.	Complete annual performance reviews, Individual Development Plans (IDPs), Training and Development Plans (T&Ds) and/or probation reports for supervised staff in the work unit to confirm adequate job performance using OFAM policies and procedures, SAM and DOM, as required.
42.	Provide adequate office supplies and equipment (e.g., scanner, fax machine, computers, electronic devices) to increase efficiency and functionality using DGS requirements, OFAM policies and procedures, SAM and DOM, as required.
43.	Maintains order and supervises the conduct of assigned inmates to prevent escapes, damage to state property, or physical assaults that may result in injury or death utilizing tool, key, and lock control, personal alarm checks, reporting of unusual behavior/activity, and securing garage items that could be used as potential weapons (e.g., pens, paper clips, etc.), as required.
44.	Train and supervise staff to enforce the conduct of inmate workers, in conjunction with custody staff to prevent escapes, damage to state property, or physical assaults utilizing departmental safety and security measures (e.g., tool, equipment, key and lock control, personal alarm checks, etc.) on a daily basis.

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45.	Trains and monitor staff and inmates in the prevention of accidents and injuries in the garage area (e.g. wet floor signs, verbal warnings, use of Personal Protective Equipment [PPE], etc.) to create a safe work environment by utilizing formal/ informal training and through direct observation as required by rules, regulations and procedures (e.g., Occupational Safety and Health Administration [OSHA], Injury Illness Prevention Program [IIPP], etc.) on a continuous basis.
46.	Monitors tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent access to unauthorized areas utilizing the “chit” system, tool log, missing tool report, quarterly inventory report, etc., as necessary to maintain compliance with departmental rules, regulations, and procedures.
47.	Issues and controls tools, supplies and equipment by utilizing a schedule and random tool count (e.g., name, date, time, article) and by using a color coded shadow board chit system for the issuance of tools to maintain security procedures per DOM, departmental policies and procedures, on a daily basis.
48.	Inspects premises to identify and confiscate contraband (e.g., drugs, weapons, alcohol, food, tools, etc.) utilizing visual inspection of grounds within established laws, policies and procedures, etc., as required.
49.	Enforce security of working areas, office machines and supplies to maintain confidentiality (Health Insurance Portability and Accountability Act [HIPAA]) and control inmate access utilizing key and tool control, passwords, Information Security Act and DOM, as mandated.
50.	Monitor the Progressive Discipline process to correct and/or improve staff/inmate performance/behavior by taking appropriate personnel action (e.g., coordinate with management, Employee Relations Officer [ERO], etc.) utilizing CCR-Title 15, Performance Evaluations, Employee Assistance Program (EAP), MOUs, and DOM, etc. as necessary.
51.	Evaluate and/or review the performance of staff/inmates to confirm standards are met by providing recommendations for improvement and additional training, utilizing CCR-Title 15, Performance Evaluations, MOUs, DOM, etc. on a continuous basis.
52.	Review written performance documents and reports to maintain compliance with DOM, CCR-Title 15, etc. utilizing computers, forms, departmental policies and procedures, etc., as required.