

EQUIPMENT MECHANIC SUPERVISOR I

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly skilled position responsible for performing and supervising the repair and maintenance of highway construction and maintenance equipment. This position differs from Equipment Mechanic Supervisor II in several ways including a lower overall level of mechanic repair skill and the direction of more routine types of repair activities. In addition, as a second shift supervisor, the incumbent is responsible for overall yard security and for maintaining communications activities. The work is performed under the general supervision of a higher level employee with some leeway allowed in the planning and supervising of work activities. General supervision is exercised over subordinate skilled mechanics and their helpers.

TYPICAL WORK ACTIVITIES:

1. Plans, schedules, supervises and reviews the work of mechanics and aides in the maintenance and repair of highway construction and maintenance equipment;
2. Leads in the diagnosing of problems, including the use of computerized diagnostic equipment, and prescribes needed repairs;
3. Leads and participates in preventive maintenance work on highway construction and maintenance equipment, including checking fluids, changing oil, inspecting brakes, greasing components and performing tune-ups of diesel and gasoline engines;
4. Leads and participates in the minor repair of gasoline and diesel powered construction equipment, including the repair or replacement of electronic, electrical, hydraulic, cooling, braking, steering or fuel system components;
5. Inspects finished repair work and road tests vehicles;
6. Completes work orders and requisitions needed parts and supplies;
7. Assists in divisional safety programs and ensures employee awareness and compliance;
8. Maintains records relating to employee usage and vehicle maintenance and repair;
9. Inspects garage and yard area to ensure security and safety;
10. Provides on site training and direction for the employment of proper field and shop safety procedures;
11. May act as or supervise a communications clerk, including the maintenance of weather and temperature logs, communicating emergencies to the duty officer and operating a two-way radio;
12. Does related work as required.

EQUIPMENT MECHANIC SUPERVISOR I (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and tools of the construction equipment mechanic trade; thorough knowledge of accepted safety practices and OSHA standards for the trade; good knowledge of the operation and mechanical functions of highway construction and maintenance equipment; good knowledge of the principles, practices and tools of the welding trade; working knowledge of New York State Motor Vehicle Law as it pertains to the inspection of highway construction and maintenance vehicles; working knowledge of appropriate job safety laws, safety regulations, and job site safety practices and procedures; ability to plan, supervise and inspect the work of others; ability to communicate, both orally and in writing; ability to follow oral and written instructions; ability to work from plans and specifications; ability to diagnose construction equipment problems and to effect safe and efficient repairs; ability to keep records on parts usage, equipment repair and employee usage; ability to exercise good judgment and to apply proper safety procedures to daily work activities; manual dexterity; good hand and eye coordination; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time, skilled mechanical work experience which primarily involved the repair of automobiles, trucks, construction equipment or farm machinery equipment. At least one (1) year of the work experience must have primarily been involved with construction or heavy equipment.

NOTE: Acceptable work experience must be of full performance nature and not limited in range as to type of repair performed.

SPECIAL REQUIREMENT:

1. Candidates must possess a valid New York State Class B Commercial Driver's License at time of appointment and to maintain position. This license must have CDL endorsements for tanker vehicles and hazardous materials, and contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment.
2. Possession of a valid Motor Vehicle Inspector's license.

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