

Specification for Class of

EQUIPMENT MECHANIC SUPERVISOR 2

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Class Series Intent: Equipment Mechanics and Supervisors in this series supervises and/or performs preventative maintenance and repair on light and heavy wheeled and tracked vehicles, equipment and trailers, earth moving and construction wheeled and tracked vehicles and roadway and roadside maintenance vehicles and equipment in shop and/or field. This series is differentiated from the Automotive Mechanic and Supervisor series in that the majority of time is spent servicing, repairing or supervising the repair and servicing of heavy and industrial/commercial equipment and vehicles (such as: wheeled and tracked equipment, power generators, pumps, agricultural equipment and specialized marine equipment) rather than automobiles or light pickup trucks.

Definition: Supervises a centralized shop that supports an agency's statewide equipment maintenance effort; OR directly supervises multiple fleet related business functions in support of an agency's regional equipment maintenance effort; and/or supervises four or more Equipment Mechanic Supervisor 1's or Equipment Mechanic 2s.

Typical Work

Supervises equipment mechanics and allied personnel in the proper inspection, repair and maintenance of all equipment used in highway maintenance;

Receives and inspects vehicles as they enter the shop, checking with operators and examining maintenance records such as garage service orders, lubrication service records, mileage records, and sign-in and sign-out equipment records;

Assigns work to the mechanics and other personnel and prepares and furnishes a shop equipment repair order; inspects completed work;

Maintains a record showing charges to the activity receiving the repairs for the vehicle, and prepares cost control data in connection therewith;

May act in the absence of the equipment superintendent;

Diagnoses mechanical failure of equipment and assists in the modification of new equipment;

Controls the signing in and out of vehicles assigned to the district shop;

Ensures that the shop area is clean and that good personnel, safety and public relation practices are adhered to;

Supervises the training of assigned personnel;

Maintains and signs the time records and other personnel records pertaining to assigned personnel;

Makes cost estimates pertaining to added costs of new equipment and the construction of new equipment;

Road tests vehicles after repair;

Supervises personnel in the service station and the parts supply room;

Performs other related work as required.

Knowledge and Abilities

Knowledge Of: standard practices, methods, materials, tools and equipment of mechanic trade; principles of operation of internal combustion engines; preventative maintenance methods; record keeping; safety practices.

Ability to: manage equipment repair shops; supervise crew of equipment mechanics; estimate materials and personnel needed to complete jobs; prepare preventative maintenance schedules; issue clear directions orally and in writing; conduct studies, analyze and make recommendations to management concerning various Statewide equipment management positions.

Minimum Qualifications:

High school graduation or possession of a GED certificate AND one year of experience as an Equipment Mechanic Supervisor OR two years of experience as an Equipment Mechanic 2 OR an Equipment Analyst 2 with three years of experience as a journey-level mechanic on wheeled and tracked equipment, power generators, pumps, agricultural equipment and specialized marine equipment, OR four years of experience as an Equipment Mechanic 1

OR

Four years of journey-level experience as a mechanic repairing heavy and industrial/commercial equipment such as: wheeled and tracked equipment, power generators, pumps, agricultural equipment and specialized marine equipment, including two years experience supervising equipment mechanics.

A valid driver's license is required.

NOTE: In the Department of Transportation, a Class A Commercial Driver's License (CDL), with endorsement "N" is required within the first six months of employment. Other agencies may require that a Commercial Driver's License (CDL) with appropriate endorsements be attained within the first six months of employment.

NOTE: Equipment Mechanic 1 -Transportation and Equipment Mechanic 2 -Transportation experience will substitute for the Equipment Mechanic 1 or 2 experience on a year for year basis.

Revised minimum qualifications: 2-7-72

General revision and title change (formerly Equipment Foreman, Highways): 9-7-73

Highways Maintenance Class Study, code change (formerly 7248): 7-1-75

Revised minimum qualifications, general revision and title change (formerly Equipment Supervisor, Highways): 2-9-79

Revised definition: 11-13-87

Revised minimum qualifications: 10-13-89

Revised minimum qualifications: 4-10-92

Revised definition and minimum qualifications: 9-10-93

Title change (formerly Equipment Supervisor, Transportation), adds class series intent, revised definition, adds knowledge and abilities, revised minimum qualifications, general revision: 7-13-01