

MOTOR EQUIPMENT MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Department of Public Works and involves responsibility for budgeting including Total Process Reliability in machinery fund, planning and supervising the maintenance, safety repair and overhaul of County gasoline and diesel-powered, self-propelled and non-self-propelled motor driven equipment, vehicles, stationary equipment and building maintenance. Work is performed under the general supervision of the Commissioner of Public Works or his designated deputy with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of Senior Automotive Mechanics, Automotive Mechanics, Automotive Mechanic Helpers, Automotive Parts Clerks, Safety Officer, Building Maintenance Mechanics, Building Maintenance Aides, Laborers and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assigns staff to repair jobs based on employee skill level, maintenance and repair schedules and work priorities, and indicates the nature of repair and maintenance work to be performed; Reviews work orders and records to identify such factors as rates of productivity, types of repair tasks performed and the time required to perform such tasks for the purpose of identifying problems and improving the effective utilization of staff, equipment, supplies and space; Purchases supplies and equipment including preparation of equipment bid specifications, requisitions and checking on deliveries; Observes and participates in shop operations, meets with staff and reviews reports to insure that work schedules are achieved and that agency policy and standards concerning the equipment maintenance program are followed; Decides which repairs must be done by a commercial garage; Implements and enforces safety procedures and standards for all maintenance shop operations; Reviews repair history for individual pieces of equipment for the purpose of identifying equipment failure trends; Recommends the purchase, repair or rebuilding of defective parts to keep both vehicle and equipment downtime and repair costs to a minimum; Insures that service and claims covered by warranty are properly performed, and that the work performed by manufacturer's representatives is satisfactory; Recommends changes in maintenance shop procedures and modifications to equipment, tools or shop layout; Observes the work performed, and inspects and approves completed jobs to insure that schedules are met and that the quality of the work is satisfactory; Assists in preparation of the annual operating budget by recommending budget requirements for the maintenance shop including staffing, parts, supplies and equipment needs; Maintains an equipment replacement schedule; Recommends modification to existing motorized equipment, and changes in specifications for new equipment to improve or eliminate apparent maintenance and repair problems; Oversees the stockroom operation and insures that proper inventory level of repair parts is maintained; Confers with various supervisory staff and the Commissioner of Public Works to coordinate maintenance schedules and shop activities to insure the most effective utilization of staff and equipment and that work is completed according to schedule; Recommends changes in equipment maintenance shop operating procedures to improve work performance, the utilization of tools and equipment and working conditions; Oversees the safety officer to ensure that department safety program meets all local, state and federal regulations; Coordinates with the County Buildings and Grounds Department for budgeting, maintenance, repair and replacement of Public Works buildings; Works closely with county departments to keep fleet maintained, repaired and replaced when necessary; Prepares and maintains a variety of computerized records, data bases and reports related to the work; May occasionally perform mechanical repairs if work load requires.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices and techniques of mechanical, electrical, electronic and hydraulic repairs on gasoline or diesel-powered automotive and heavy construction equipment; Thorough knowledge of the operation and use of automotive and motor driven equipment, including construction equipment; Thorough knowledge of the use of automotive repair parts, equipment, materials and supplies; Thorough knowledge of the operation and maintenance of automotive repair shop equipment; Good knowledge of methods and practices of supervising automotive mechanic repair shop operations; Good knowledge of safety rules and regulations applicable to motor equipment repair shop operations; Working knowledge of the storeskeeping and inventory control practices followed in a motor equipment repair shop; Working knowledge of welding and automotive body repair practices and techniques; Ability to plan, organize and supervise the activities of automotive and equipment repair shop activities; Ability to train subordinate skilled automotive repair personnel; Ability to read and interpret technical automotive repair manuals, circuit diagrams and blueprints; Ability to make accurate diagnoses of mechanical, electrical and hydraulic problems for gasoline and diesel-powered self-propelled and non-self-propelled equipment; Ability to operate a computer and software applications: Strong management, motivational, communication and leadership skills. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in automotive repair technology or related field and (2) seven years of experience as a skilled heavy equipment mechanic, two years of which shall have been in a supervisory capacity; or
- B. (1) Graduation from high school or possession of an equivalency diploma and (2) nine years of experience as a skilled heavy equipment mechanic, two years of which shall have been in a supervisory capacity; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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Revised 7/22/94, 11/21/05, 2/12/10