

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, 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, Building Maintenance Mechanics, Building Maintenance Aides, Laborers, and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Oversees the Senior Automotive Mechanics in the assignment of staff to repair jobs based on employee skill level, maintenance and repair schedules, and work priorities, 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; Oversees the Auto Parts Clerks in the purchase of parts and supplies; Develops bid specifications for the purchase of all equipment, tracks vendor performance to the bid specification, and makes recommendation on final acceptance and payment for purchased equipment; Observes and participates in shop operations, meets with staff and reviews reports to ensure 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; Ensures that service and claims covered by warranty are properly performed, and that the work performed by manufacturer representatives is satisfactory; Observes the work performed, and inspects and approves completed jobs to ensure that schedules are met, and that the quality of the work is satisfactory; Assists in preparation and administers 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 ensures 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 ensure 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; Responsible for the annual renewals of all department truck overload permits and the DEC registration of all department petroleum storage tanks; Works closely with county departments to keep fleet maintained, repaired and replaced when necessary; Prepares and maintains a variety of computerized records, databases, and reports related to the work; May occasionally perform mechanical repairs if workload 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 storekeeping and inventory control practices followed in a motor equipment repair shop; Working knowledge of the principles and modern practices of account keeping and budget control; 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 two-year college with an Associate's Degree in automotive repair technology or related field and (2) five years of experience as a skilled automotive mechanic which includes heavy equipment, one year of which shall have been in a supervisory capacity; OR
- B. (1) Graduation from high school or possession of an equivalency diploma and (2) seven years of experience as a skilled automotive mechanic, which includes heavy equipment, one year 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.

NOTE: Study in a college or university, BOCES or course of study in Automotive or Heavy Equipment repair may be substituted for the experience on a year for year basis up to four years.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

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