

## **EQUIPMENT SERVICE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and supervising the maintenance, repair and overhaul of a large number of gasoline and diesel-powered, self-propelled and non self-propelled motor driven equipment, vehicles and stationary equipment. The incumbent also establishes a preventive maintenance schedule for all equipment and provides for employee safety and training. The work is performed under the general supervision of the Deputy Commissioner of Public Works-Division of Highways with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of all employees assigned to the motor equipment shop. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Establishes shop procedures, priorities and work schedules and monitors their effectiveness;

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;

Writes specifications for equipment, including preparation of requisitions, orders equipment and verifies deliveries;

Works with mechanics on different repairs and provides training as necessary;

Implements and enforces safety procedures and standards for all maintenance shop operations;

Ensures that service and claims covered by warranty are properly performed, and that the work performed by manufacturer's representatives is satisfactory;

Recommends budget requirements for the shop including staffing, parts, supplies and equipment needs;

Recommends modification to existing motorized equipment, and changes in specifications for new equipment to improve or eliminate apparent maintenance and repair problems;

Oversees the stock of equipment, parts and fuel to insure that proper inventory levels are maintained;

Confers with the Deputy Commissioner 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;

Keeps detailed maintenance records on each piece of equipment.

**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 motor equipment and heavy construction equipment;

Thorough knowledge of the operation and use of motor equipment, including construction equipment;

Thorough knowledge of the use of motor equipment repair parts, equipment materials and supplies;

Thorough knowledge of the safe and efficient operation and maintenance of repair shop equipment;

Good knowledge of computer diagnostics of gas and diesel engines;

Good knowledge of the storekeeping and inventory control practices followed in a motor equipment repair shop;

Ability to plan and supervise the work of others;

Ability to train subordinate skilled motor equipment repair personnel;

Ability to read and interpret technical motor equipment repair manuals, circuit diagrams and blueprints;

Ability to accurately diagnose mechanical, electrical and hydraulic problems for gasoline and diesel-powered equipment;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or certificate in automotive repair technology or closely related field and four (4) years of experience performing heavy equipment mechanical repair and maintenance, including diesel engines and heavy duty construction and/or snow removal equipment; OR
- B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in A)above; OR

- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:**

- 1) Possession of the appropriate level Motor Vehicle Operator's License;
- 2) Possession of Motor Vehicle Inspection Licenses #1 and #2.