

EQUIPMENT MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of body repair, servicing, preventive maintenance, and welding duties in caring for a variety of automotive vehicles and other equipment. Incumbent will also supervise other persons engaged in similar types of duties, and will be responsible for the security of shop buildings and facilities in an assigned work location. Work is performed under general supervision with broad leeway for exercising independent judgment.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises the work of the Welders I and II and coordinates their work with other Supervisors through the Garage Superintendent;

Leads and supervises the body and fender work on County vehicles;

Organizes the field servicing of Public Works equipment through the Automotive Equipment Attendants;

Establishes and administers preventative maintenance programs for all County vehicles and equipment;

Supervises and prepares schedules for Security Attendants;

Makes estimates for body repair work, welding, cutting, and fabrication projects;

Keeps time, cost and maintenance records as required;

Requisitions material and parts necessary for welding, servicing and body repair work;

Assists Automotive Shop Supervisors as required.

EQUIPMENT MAINTENANCE SUPERVISOR

Page 2

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of the common practices, tools, terminology and safety precautions of oxyacetylene and electric arc welding trade; body and fender repair trade; and vehicle and equipment servicing with expertise in any one field; ability to plan, coordinate and supervise the work of others; ability to work from plans and specifications, ability to understand and follow written and oral directions; initiative; and dependability.

MINIMUM QUALIFICATIONS: Five years of experience as a welder, automotive body repairer automotive mechanic, or similar work experience. Academic accomplishment in the field of automotive mechanics, welding, or a related field can be substituted on a year-for-year basis for up to three years of work experience.

Special requirements: At time of appointment candidates must possess a New York State Class B Commercial Drivers License with Hazmat, Tank, and Tow Truck endorsements, and a current NYS heavy duty motor vehicle inspector's certificate.

Y:\CLASPLAN\equipment maintenance supervisor.doc

Last Reviewed: 12/11/97

Jurisdictional Class: Competitive

Public Hearing : N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/2/2023