

DEPARTMENT: NORTH TONAWANDA DEPT. OF PUBLIC WORKS
CLASSIFICATION: COMPETITIVE
APPROVED: 2/19/98

HEAVY EQUIPMENT MAINTENANCE SUPERVISOR
(North Tonawanda)

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 preventative maintenance schedule for all equipment and provides for employee safety and training. The work is performed under the general supervision of the Assistant Superintendent of Public Works with wide 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. Does related work 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;

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;

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;

Prepares annual operating budget by recommending budget requirements for the maintenance 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 automotive stockroom operation and ensures that proper inventory level of repair parts is maintained;

Confers with the Assistant Superintendent 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.

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;

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Working knowledge of the storekeeping and inventory control practices followed in a motor equipment repair shop;
Ability to plan, organize and supervise the activities of repair shop activities;
Ability to train subordinate skilled motor equipment repair personnel;

FULL KNOWLEDGES, SKILLS AND ABILITIES.....CONTINUED

Ability to read and interpret technical motor equipment 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;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

1.Three (3) years of non-competitive status as a Heavy Equipment Mechanic or Heavy Equipment Operator.

OPEN COMPETITIVE: Graduation from high school or possession of a New York State equivalency diploma;

1.Graduation from a regionally accredited or New York State registered technical school or college with an Associate's degree or certificate in motor equipment technology or mechanics and two years of experience as a skilled motor equipment mechanic, one year of which shall have been in a supervisory capacity;

OR:2.Graduation from a high school technical vocational program in motor equipment mechanics and four years of experience as defined in (1), one year of which shall have been in a supervisory capacity;

OR:3.Graduation from high school or possession of a high school equivalency diploma and five years of experience as defined in (1), one year of which shall have been in a supervisory capacity;

OR:4.An equivalent combination of training and experience as defined by the limits of (1), (2) and (3).

SPECIAL REQUIREMENT:

Possession of the appropriate Federal and State Motor Vehicle Operator licenses.