

EQUIPMENT MECHANIC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is highly skilled work involving responsibility for performing and supervising the maintenance and repair work on a variety of motor equipment, including two and four cycle small engines. Equipment involved includes grounds maintenance equipment, gas pumps, sump pumps, snow blowers, plows and related equipment. In addition, this position has responsibility for coordinating the maintenance and repair of all vehicles in the college motor pool, including cars, vans, trucks and buses. Maintenance, repair and inventory records must be kept for all vehicles and equipment. Work is performed under the general direction of college administrative staff. Lead and participate supervision is exercised over the work of the subordinate equipment mechanic. An employee in this position may be required to work other than a normal work shift.

TYPICAL WORK ACTIVITIES:

1. Performs and directs staff in the skilled repair and maintenance work of grass cutting and grounds maintenance equipment including reel, rotary and gang mowers, high pressure sprayers, leaf blowers, outdoor power vacuums and other motorized equipment;
2. Performs and directs staff in the skilled repair and maintenance work of small gasoline engines including both two and four cycle engines, snowplows, tractors and small trucks;
3. Performs and directs staff in the skilled repair and maintenance work of hydraulic, mechanical and electrical equipment including pumps, valves, switches and generators;
4. Leads and participates in preventive maintenance work on vehicles in College motor pool, including checking fluids, changing oil, inspecting brakes, greasing components and performing tune-ups of gasoline engines;
5. Develops and maintains appropriate parts inventory for all equipment and vehicles so downtime is minimized;
6. Develops and maintains records relating to vehicle and equipment maintenance and repair;
7. Develops maintenance and repair schedule and vehicle usage schedule of College motor pool;
8. Inspects all finished repair work and resolves problems with County garage or outside vendors if work is not performed to standards;
9. Authorizes payment for repair work and resolves billing problems with County garage and outside vendors, referring major problems to supervisor;
10. Oversees cleaning and fueling of vehicles on daily basis, ensuring vehicles are available for usage by start of business day;
11. Orders fuel and maintains records;
12. Maintains equipment shop in a safe and orderly manner;
13. Develops purchase specifications of equipment and vehicles and preliminary budget figures for inventory, repairs and labor costs;
14. May perform general maintenance tasks such as plowing and grass-cutting and operates groundskeeping machinery including back-hoes and dump trucks;
15. Does related work as required.

EQUIPMENT MECHANIC SUPERVISOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of vehicle maintenance and minor repair; thorough knowledge of small engine repair and maintenance; thorough knowledge of small hydraulic system repair and maintenance; thorough knowledge of tractor and truck engine repair and maintenance; good knowledge of accepted safety practices and OSHA standards for the trade; good knowledge of inventory control and record keeping practices; good knowledge of acetylene, arc and electric welding; working knowledge of groundskeeping and landscaping principles and practices; ability to make general mechanical and equipment repairs; ability to operate a variety of motorized and mechanical machinery; ability to work from plans and specifications; ability to prioritize work and supervise the work of others; ability to work effectively with a variety of people; ability to update technical skills to keep pace with design changes; ability to train others; manual dexterity; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four (4) years of paid work experience in small engine equipment repairs, one (1) year of which included welding experience.

NOTE: Courses in automotive or general mechanics may be substituted for a maximum of one (1) year of general mechanical experience. Thirty credit hours equivalent to one (1) year of experience.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid appropriate level commercial driver's license at time of appointment.

TR5102

ADOPTED: 05/18/92