

DEPARTMENT: NORTH TONAWANDA DEPT. OF PUBLIC WORKS
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 15, 2018

HEAVY EQUIPMENT MAINTENANCE 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 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:

1. Establishes shop procedures, priorities and work schedules and monitors their effectiveness;
2. 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;
3. 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;
4. Utilizes computerized diagnostic programs to identify equipment problems;
5. Implements and enforces safety procedures and standards for all maintenance shop operations;
6. Ensures that service and claims covered by warranty are properly performed, and that the work performed by manufacturer's representatives is satisfactory;
7. Prepares annual operating budget by recommending budget requirements for the maintenance shop including staffing, parts, supplies and equipment needs;
8. Recommends modification to existing motorized equipment, and changes in specifications for new equipment to improve or eliminate apparent maintenance and repair problems;
9. Oversees the automotive stockroom operation and ensures the proper inventory level of repair parts and tools is maintained;
10. 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;
11. Maintains and compiles records and reports on equipment, repairs, and costs;
12. Utilizes modern computer software including but not limited to databases, word processing, and spreadsheet programs.

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; working knowledge of the storekeeping and inventory control practices followed in a motor equipment repair shop; skill in the use of computerized diagnostic programs; skill in the use of modern computer software; ability to operate diagnostic programs and computer software at an acceptable rate of speed and accuracy; ability to plan, organize and supervise repair shop activities; ability to train and supervise subordinate skilled motor equipment repair personnel; 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; ability to prepare reports and maintains records; sound judgment; honesty; integrity; dependability; physical condition commensurate with the demands of the position.

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HEAVY EQUIPMENT MAINTENANCE SUPERVISOR CONTINUED

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE:

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Graduation from a regionally accredited college, university, or technical school or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or certificate in motor equipment technology or mechanics **and** two (2) years of full-time paid experience as a skilled motor equipment mechanic which involved the repair and overhaul of automotive diesel engines and light and heavy motor equipment. The experience must have involved the use of computerized diagnostic testing on light and heavy duty equipment and one (1) year of supervisory experience.; **OR**
2. Graduation from a high school technical vocational program in motor equipment mechanics **and** four (4) years of full-time paid experience as a skilled motor equipment which involved the repair and overhaul of automotive diesel engines and light and heavy motor equipment. The experience must have involved the use of computerized diagnostic testing on light and heavy duty equipment and one (1) year of supervisory experience; **OR**
3. Five (5) years of full-time paid experience as a skilled motor equipment which involved the repair and overhaul of automotive diesel engines and light and heavy motor equipment. The experience must have involved the use of computerized diagnostic testing on light and heavy duty equipment and one (1) year of supervisory experience.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT AND FOR DURATION OF EMPLOYMENT:

1. Possession of the appropriate Federal and State Motor Vehicle Operator license;
2. Possession of a Motor Vehicle Inspector's Certificate with #1 endorsement (light vehicles) and #2 endorsement (heavy vehicles) within sixty (60) days of appointment;
3. Possession of a USEPA certificate allowing for the handling and/or purchasing of automotive refrigerant components within sixty (60) days of appointment.

NOTE: Supervisory experience is not "lead worker" or foreman experience. The experience must have involved responsibility for the assignment, instruction and evaluation of subordinates, maintenance of work and safety standards, handling absenteeism, discipline, etc. The experience must have been the close and immediate supervision of permanently assigned employees on a regular basis where the candidate is accountable for the quantity and quality of subordinate's work and/or the completion of projects.