

Shop Supervisors

Job Code	Job Title	Pay Grade
3085N3	Equipment Shop Supervisor	24
3086N3	Highway Shop Superintendent	27

CONCEPT:

This is supervisory work directing employees in performing the day-to-day maintenance, repair and inspection of gasoline vehicles and diesel vehicles and heavy equipment. Responsible for shop maintenance including shop safety, availability of hand tools, managing inventory levels, upkeep of buildings and shop record keeping.

TASKS:

Equipment Shop Supervisor

- Plans, assigns, reviews, and evaluates the work of subordinate equipment mechanics; checks work in progress and upon completion; makes work decisions; outlines for subordinates the procedure for repair work in highly complicated and difficult jobs.
- Inspects and/or acquires new vehicle and automotive equipment, supplies and parts for equipment.
- Coordinates activities of regional garages or a fleet motor pool and oversees physical inventories.
- Develops and implements preventative maintenance schedule to be used in automotive equipment; periodically inspects conditions of assigned equipment repaired, to verify repairs; determines the most cost effective manner to repair vehicles.
- Checks stock rooms to determine if appropriate supplies are maintained.
- Prepares the necessary records and reports to provide and plan for the efficient operation of the shop.
- Explains, demonstrates and trains others in the operation of shop equipment; maintains and enforces a safe working environment.
- Identifies staff development and training needs and verifies that training is obtained.

Highway Shop Superintendent

- Plans, assigns, reviews and evaluates the work of subordinate supervisors and mechanics; checks work in progress and upon completion; makes work decisions; outlines for subordinates the procedure for repair work in highly complicated and difficult jobs.
- Inspects and/or acquires new vehicle and automotive equipment, supplies and parts; makes cost efficient determination in acquiring and repairing vehicles or equipment.
- Coordinates activities of several State garages or a large fleet motor pool; oversees physical inventories; works with superiors in preparation of budget and operational or other monthly reports.
- Develops and implements preventive maintenance schedule to be used in automotive equipment; periodically inspects conditions of assigned equipment repaired, to verify repairs; determines the most cost effective manner to repair vehicles.
- Checks stock rooms to determine if appropriate repair supplies are maintained.
- Processes and coordinates all equipment dispositions.

LEVELS OF WORK

- Class Group consists of two classes.

Equipment Shop Supervisor: This is administrative and supervisory work directing the repair of gasoline and diesel powered heavy equipment at a regional garage or a fleet motor pool. Work involves responsibility for overseeing the maintenance and repair of heavy equipment within a specified region of the State. Incumbents must be capable of allocating the necessary resources in a timely fashion in accordance with the applicable rules and regulations in order to keep equipment maintained and repaired. The safety of all employees and the public is a major consideration in all phases of the process.

Minimum Requirements: Two years of experience in heavy equipment maintenance that meets the needs of the Agency and a valid driver's license at the time of appointment. Education may be substituted for experience as determined relevant by the Agency. Some positions may require attainment of a commercial driver's license.

Highway Shop Superintendent: This is advanced administrative and managerial work directing the acquisition, storage, maintenance, disposition, and repair of vehicles and equipment at a district service and repair shop. Work involves responsibility for purchasing equipment, supplies and parts; assisting in preparing equipment budgets and specifications; directing the work of subordinate shop supervisors, and overseeing the upkeep of maintenance and inventory records.

Minimum Requirements: Four years of experience in heavy equipment maintenance that meets the needs of the Agency and a valid driver's license at the time of appointment. Education may be substituted for experience as determined relevant by the Agency. Some positions may require attainment of a commercial driver's license.

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