

Civil Division: Oneida-Herkimer Solid Waste Management Authority  
Jurisdictional Class: Competitive  
EEO Category: Service/Maintenance  
Revised: 09/22/06

## **SUPERVISING VEHICLE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility to supervise and perform repair and maintenance of heavy and automotive equipment used in construction and maintenance of solid waste management facilities. An incumbent is required to be able to operate various types of heavy equipment for road testing and not operational purposes. The work is performed under general supervision of a Facility Manager or Assistant Facility Manager with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision is exercised over the work of Vehicle Mechanics. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and participates in the repair and maintenance of heavy and automotive equipment including trucks, automobiles, bucket loaders, skid-steer loaders, etc. which are used in construction and maintenance of solid waste management facilities;

Inspects the repair and maintenance of heavy and automotive equipment;

Maintains equipment service and repair records including personal labor hour assignment time sheets;

Performs or assigns personnel to perform emergency repairs in the field when equipment cannot return to the garage;

Supervises and reviews supplies and parts inventory and recommends appropriate purchases;

Examines inoperable equipment for cause and circumstance of defect or damage and prepares equipment fitness reports/appraisals as required;

Operates or instructs others in the operation of testing equipment common to the trade including pressure, electrical, flow, tolerance and performance tests;

Determines appropriate work priorities based on seasonal requirements and prepares appropriate work schedules;

Maintains time and attendance records of employees under direct supervision;

Prepares a variety of records and reports related to the work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current practices, tools, terminology, and safety precautions of heavy equipment and automotive maintenance and repair; skill in welding, sheet metal repair, equipment operation maintenance and repair, certification of equipment for operation (i.e. N.Y.S. inspection); skill in repair of diesel engines, transmissions, drive trains, hydraulic systems, air systems and electrical systems on equipment used at the solid waste management facility; ability to perform, supervise or instruct others in the performance of all phases of equipment maintenance and repair; ability to apply techniques of repair and maintenance shown in service manuals for new equipment; ability to effect repairs to obsolete equipment by virtue of skills listed previously when repair parts are unavailable; manual dexterity, good motor, hand and eye coordination; physical strength, stamina and endurance which allows for performance of duties under adverse conditions and locations; willingness to work outdoors occasionally under adverse conditions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in automotive technology, automotive repair technology or related field, and two (2) years of experience as a skilled automotive mechanic, which shall have involved repair and maintenance of heavy automotive equipment; **OR**
- (B) Four (4) years of experience as a skilled automotive mechanic involving repair and maintenance of heavy automotive equipment.

**SPECIAL REQUIREMENT:** Eligibility for New York State Commercial Driver's License (CDL) at the time of application. Possession of a valid Commercial Driver's license (CDL) at the time of appointment. License must remain valid throughout appointment.

Title Change: 03/01/90 From "Heavy Equipment Mechanic Foreman" (Adopted: 02/15/85) to  
"Supervising Vehicle Mechanic"  
Revised: 10/02/90, 09/22/06