

Jurisdictional Class: Competitive  
EEO Category: Skilled Craft  
Revised: 01/24/2019

## **HEAVY EQUIPMENT MECHANIC SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Public Works Department and involves responsibility to supervise and perform repair and maintenance of heavy automotive equipment used in construction and maintenance of highways and/or snow removal and ice control. This class differs from that of Heavy Equipment Mechanic by virtue of added supervisory duties, equipment inspection, performance of the more difficult repairs, and overall responsibility for efficient and effective maintenance and repair of the heavy equipment fleet. Additionally, an incumbent is required to be able to operate the various types of heavy equipment for road testing and not operational purposes. The work is performed under general supervision of the Highway Maintenance Supervisor and the Deputy Commissioner of Public Works (Highways & Bridges), with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision is exercised over the work of Heavy Equipment and Auto Mechanics. The incumbent performs related work as required.

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

Performs or supervises and inspects the repair and maintenance of heavy and automotive equipment used for maintenance and construction of highways and/or snow and ice control;

Operates or instructs others in the operation of specialized machine shop equipment used in the trade including hydraulic presses, lathes, radial drills, grinders and similar metal working machines;

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

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

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

Examines inoperable equipment for cause and circumstance of defect or damage;

In concert with the Equipment Technician Expediter, determines appropriate work priorities based on seasonal requirements and prepares appropriate work schedules;

Accomplishes work assignments in accordance with established policies methods and procedures;

Prepares for approval by supervisor orders for repair parts and supplies and arranges for delivery by private carrier or pick-up by employees;

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

Prepares equipment fitness reports/appraisals as required by supervisor;

Prepares general work programs to conform to activities of department including but not limited to scheduled, preventative and seasonal maintenance;

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

Performs NYS Motor Vehicle Inspections, when working for County DPW;

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**TYPICAL WORK ACTIVITIES (cont'd):**

Makes welding repairs to automotive equipment;  
May assist in snow removal operations, when working for County DPW;  
May perform painting of equipment, as necessary.

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

Thorough knowledge of current practices, tools, terminology, 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 in the normal operations of public works department; 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 noted 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.

**MINIMUM QUALIFICATIONS:** Four (4) years of experience as a skilled automotive mechanic, which shall have involved repair and maintenance of heavy automotive equipment.

**SPECIAL REQUIREMENT:** Possession of a valid appropriate level Motor Vehicle Operator's license issued by the New York State Department of Motor Vehicles at time of appointment. This license must be maintained throughout appointment.

**NOTE:** Verifiable part-time experience as described above will be pro-rated toward meeting full-time experience requirements.

**FOR ONEIDA COUNTY DPW ONLY:** Possession of a valid Class B or greater, CDL, with airbrake endorsement at time of appointment and duration of appointment; **AND** possession of a valid NYS Heavy Motor Vehicle Inspection License at time of appointment and duration of appointment.

Title change from "Heavy Equipment Mechanic Foreman: 12/12/1995

Revised: 07/29/1996; 12/18/1997; 02/05/1998; 04/25/2011; 01/24/2019