

## EQUIPMENT SERVICE SUPERVISOR - 2421

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled work supervising the servicing and maintenance of a variety of automotive, heavy and specialized equipment; does related work as required. Work is performed under general supervision. Supervision is exercised over equipment maintenance personnel.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Supervising, assigning and participating in the work of mechanics involved in the maintenance and repair of vehicles and equipment; preparing and maintaining repair and service records.**

Plans, schedules and supervises work of mechanics and service providers;

Oversees the keeping of an inventory of spare parts and supplies;

Diagnosis problems; supervises and inspects repairs, overhauls, and preventive maintenance of automobiles and equipment with the use of special diagnostic equipment;

Maintain the city vehicle wash facility;

Perform State and Federal vehicle inspections;

Assist Purchasing Agent in doing specs for new equipment and vehicles;

Provides technical advice to mechanics;

Locates and purchases parts for all vehicles;

Performs duties of mechanics in the maintenance and repair of the fleet;

Ensures shop is clean and that safety rules are followed;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the repair and maintenance of automotive, construction and specialty equipment and related terminology; thorough knowledge of business mathematics; thorough knowledge of the operating and repair characteristics of a variety of light and heavy duty automotive equipment; general knowledge of standard office procedures, practices and equipment; thorough knowledge of the availability and procurement of parts and supplies; ability to prepare accurate and complete work orders, requisitions and other related documents; ability to establish and maintain effective working relationships with associates, vendors and the general public. General knowledge with the Excel program for keeping and charting costs, parts, and equipment repairs for monthly cost.

### EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by technical vocational automotive/heavy equipment maintenance training and extensive experience in automotive/heavy equipment repair work.

### SPECIAL REQUIREMENTS:

Possession of Class B CDL license valid in the State of North Carolina. Possession of NCSI certificate.