



EQUIPMENT MAINTENANCE SUPERINTENDENT

CHARACTERISTICS OF WORK:

This is responsible and technical work involving inspection and maintenance of mechanical equipment and supplies. The work involves checking on condition of equipment used for land transportation, maintenance, and construction. This includes such equipment as automobiles, trucks, graders, tractors, cranes, and repair equipment. The work often involves assisting in preparing standard specifications for mechanical equipment, parts, supplies, and materials, and the prescribing of standard practices for the operation and maintenance of each piece of equipment. Incumbents may design specifications for equipment to be purchased; prepare instructions for maintenance of equipment; and recommend type of equipment to be purchased. Incumbents also perform building maintenance, including maintenance on mechanical and electrical equipment. Supervision is generally received from an administrative official responsible for equipment operations and maintenance. Incumbents generally supervise department, institution, or agency personnel engaged in activities concerned with maintenance, design, and repair of equipment.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Experience:

One (1) year successful experience as an Equipment Repair Supervisor.

OR

Education:

Any combination of education and experience equivalent to graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Five (5) years of journeyman-level experience as a mechanic on automotive, heavy-duty, gasoline, and diesel land based equipment, two (2) years of which must have been in a

responsible supervisory capacity, one (1) year of which must have been in directing several phases of vehicular activity involving the operation, maintenance, inspection, and procurement of equipment.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, and controls; and reach with hands and arms. The incumbent is frequently required to stand; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to walk; sit; and climb or balance.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Equipment/Supplies Maintenance/Inventory: Possesses knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance; maintains inventory of equipment and supplies.

Has an advanced working knowledge of the tools and equipment that are used on the job. Maintains equipment inventory showing location, physical history, and current mechanical problems. Assists in the establishment of standard shop and field practices of operation, maintenance, and repair of equipment.

Inspecting Equipment, Structures, or Material: Inspects equipment, structures, or materials to identify the cause of errors or other problems or defects.

Inspects mechanical equipment. Checks on conditions of equipment used for land transportation, maintenance, and construction. Checks automotive equipment in the field and in shops for necessary repairs.

Administration and Management: Coordinates and directs the business functions, resource allocation, and production.

Determines or lays out work for shop personnel in a specified district of the state. Supervises agency personnel engaged in activities concerned with maintenance, design, and repair of equipment. Coordinates the procurement of vehicles and equipment for the department or agency.

Technical Competence: Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; advises others on technical issues.

Designs specifications for equipment to be purchased. Prepares instructions for maintenance of equipment and recommends equipment to be purchased. Provides field supervision of maintenance and construction projects.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Directs the administration of equipment operation and maintenance.
2. Coordinates the procurement of vehicles and equipment for the department, agency or institution.
3. Provides field supervision of maintenance and construction projects.
4. Oversees grounds and building maintenance.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Prepares standard specifications for use in the purchase of mechanical equipment, supplies, parts, and materials.

Assists in the establishment of standard shop and field practices of operation, maintenance, and repair of departmental equipment.

Maintains equipment inventory showing location, physical history, and current mechanical conditions; determines operational cost of equipment units.

Maintains records pertaining to the types, makes, models, and capacity of equipment and to the proper repair servicing and operation of equipment.

Checks automotive and mechanical equipment in the field and in shops for necessary repairs.

Checks on equipment to be purchased.

Purchases parts and supplies needed to keep mechanical equipment in proper operation.

Supervises as required and is responsible for the activities of workers employed as carpenters, equipment operators, night watchmen, clerical help, and other employees involved in mechanical operation and maintenance.

May supervise an office unit engaged in maintaining records.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.