

SUPERVISOR OF MECHANICS (MECHANICAL EQUIPMENT)

Duties and Responsibilities

Under general supervision or direction, supervises, directs and is responsible for the work of assigned personnel in connection with the repair, overhaul and maintenance of various types of mechanical equipment, motor vehicles and automotive equipment; supervises assigned personnel. There are two Assignment Levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, performs tasks such as the following:

Examples of Typical Tasks

Prepares work schedules and makes assignments.

Makes decisions relative to methods of doing work.

May interpret mechanical drawings.

Makes inspections and checks work progress.

Makes recommendations and suggestions regarding the purchase of production machinery.

**SPECIAL CRAFTS AND OPERATIONAL
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SUPERVISOR OF MECHANICS (MECHANICAL EQUIPMENT) (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Insures that an adequate supply of proper parts is maintained in all stockrooms.

Initiates purchase of parts and equipment.

Contacts vendors to ensure that parts, materials and equipment are made to specifications and will be delivered on time.

Insures that equipment needs are met in assigned area.

Is responsible for the maintenance, repair and safeguarding of assigned equipment.

Develops, recommends and implements productivity and cost saving measures.

Enforces safety precautions.

Keeps records and makes reports.

Operates motor vehicles in the performance of assigned duties.

Descriptions of the duties in the applicable collective bargaining agreement which qualify incumbents for specified assignment differentials paid in addition to the base salary rate for Assignment Level I (i.e., assignments as Assistant Supervising Supervisor Class II [sometimes referred to as "Senior Supervisor"]; Assistant Supervising Supervisor, Class I [sometimes referred to as "Assistant Chief"]; or Supervising Supervisor [sometimes referred to as "Chief"],) shall be considered to be Assignment Level I duties in the class specification for this title.

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OCCUPATIONAL GROUP [251]****SUPERVISOR OF MECHANICS (MECHANICAL EQUIPMENT)** (continued)**Assignment Level II**

Under general direction, with latitude for the exercise of independent judgment, performs work of greater complexity and/or broader span of control than that of employees assigned duties described for the highest contractual assignment differential of Assignment Level I of this title (i.e., Supervising Supervisor); in addition, performs tasks such as the following:

Examples of Typical Tasks

Oversees and coordinates the activities of a segment or bureau performing maintenance and repair operations on a large fleet of motor vehicles and other equipment.

Coordinates and directs the procurement and/or operation, maintenance and repair of a large fleet of motor vehicles and other mechanical equipment and parts.

Recommends and implements policies.

May incidentally perform duties of Assignment Level I employees.

In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

1. Seven years of full-time satisfactory experience as an Auto Machinist, Auto Mechanic, Auto Mechanic (Diesel), Electrician (Automobile) or Machinist, two years of which must have been at a supervisory level; or

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2. At least five years of experience as described in "1" above, plus sufficient training of a relevant nature acquired in an approved trade, technical or vocational high school, or relevant education in an accredited college, to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school. One year of acceptable experience will be credited for each 30 semester credits in college. However, all candidates must have the two years of supervisory experience described in "1" above.

License Requirements

Possession of a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment. For appointment to certain positions a Class B Commercial Driver License valid in the State of New York with no restrictions may be required. The Class B Commercial Driver License with no restrictions must be maintained for the duration of employment.

Direct Lines of Promotion

<u>From:</u>	Auto Machinist (92505)	<u>To:</u>	None
	Auto Mechanic (92510)		
	Auto Mechanic (Diesel) (92511)		
	Electrician (Automobile) (91719)		
	Machinist (92610)		