

C - X

CODE NO. 90774

**THE SKILLED CRAFTSMAN  
AND OPERATIVE SERVICE [038]**

**SUPERVISOR OF MECHANICS**

**General Statement of Duties and Responsibilities**

Under general direction, supervises the maintenance, alteration, repair, erection and dismantling of structures and equipment pertinent to departmental operations; performs related work.

**Examples of Typical Tasks**

Directs and is responsible for the work of skilled craftsmen, helpers and other assigned staff. Prepares work schedules and assignments.

Prepares and/or supervises the preparation of lists of equipment required for individual jobs, based on information obtained from plans and specifications or field measurements.

Estimates annual budget requirements.

Prepares job orders and requisitions materials.

Inspects job sites and equipment to determine the need for repair, alteration and maintenance.

Checks jobs in progress and completed work assignments for compliance with work standards, job orders, codes and/or specifications.

May be in charge of a central shop.

Keeps records and prepares reports.

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**THE SKILLED CRAFTSMAN  
AND OPERATIVE SERVICE [038]**

**SUPERVISOR OF MECHANICS** (continued)

**Qualification Requirements**

1. Seven years of recent, full-time, satisfactory experience in a pertinent craftsman title, at least two years of which must have been in a supervisory capacity; or
2. A satisfactory equivalent.

**Direct Lines of Promotion**

**From:** Supervisor of Ironwork (92376)

**To:** None