

EQUIPMENT SUPERINTENDENT

DESCRIPTION OF WORK

An employee in this class is managerially responsible for the acquisition, replacement, repair and service of division based fleet of equipment. Employee technically and administratively directs both heavy construction equipment and automotive repair and maintenance activities in assigned maintenance areas and central Division Shop. Employee is responsible for developing cost effective repair practices, instructing subordinate supervisors and mechanics in these methods, making recommendations concerning the purchase of applicable equipment needed, and the disposal of depreciated and uneconomical equipment; also establishes and instructs supervisors in the purchase and stocking of a perpetual inventory of supplies and repair parts necessary for effective operations. Work is performed in accordance with established departmental policies and procedures and within these limits employee independently determines effective methods of accomplishing technical work details. New and recurring work problems are resolved and only problems of a policy determining or precedent establishing nature are referred to a superior for determination. Work is evaluated by occasional personal visits by a departmental superior viewing repair activities and operating records to determine repair cost and equipment downtime.

EXAMPLES OF DUTIES PERFORMED

Schedules and distributes repair and maintenance work, instructs supervisors and mechanics in difficult repair assignments, and makes personal inspections of equipment and repair facilities to ascertain compliance with departmental maintenance policies.

Supervises the maintenance of supply inventory systems and equipment cost records and reviews and approves payment of emergency purchases and other service costs.

Receives new equipment, inspects vehicle to assure compliance with established specifications, and issues equipment to authorized departmental personnel.

Inspects damaged or worn equipment, determines extent and cost of repairs and recommends purchase or practicability of fabricating such equipment.

Analyzes operating cost records and from these records prepares consolidated reports for use of departmental superiors.

Conducts meetings or training programs for maintenance personnel to instruct or inform them of new repair methods or revised maintenance policies.

Performs related work as required.

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Thorough knowledge of the operating principles of internal combustion engines.

Considerable knowledge of the tools, equipment, and materials used in the repair and maintenance of automotive equipment.

Working knowledge of equipment cost accounting methods.

Ability to plan and direct the repair activities of a large staff and to make decisions in accordance with established maintenance policies.

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Ability to diagnose the operating defects in automotive equipment and to instruct subordinate supervisors and mechanics in correct work methods.

Ability to maintain or supervise the maintenance of equipment records of some complexity and to prepare reports from these records.

Ability to maintain effective working relationships with subordinates and other departmental personnel.

Minimum Education and Experience

Graduation from high school and four years experience as a supervisor in an automotive or heavy equipment repair shop, including the direction of stock control activities; or an equivalent combination of training and experience.