

EQUIPMENT DEPOT SUPERINTENDENT

DESCRIPTION OF WORK

This position consists of both technical and administrative work in directing the equipment, automotive repair and maintenance activities at the Central Equipment Depot of the North Carolina Department of Transportation.

Employee is responsible for developing standard repair practices, instructing supervisors in such methods, and making recommendations concerning the disposal of uneconomical and obsolete equipment. Work also includes ordering and receiving a variety of materials, supplies, and equipment used in the repair and maintenance of state highway equipment. Supervision is exercised over a large number of skilled personnel primarily through subordinate supervisors. Work is performed with considerable independence according to established departmental maintenance policies and is evaluated by the State Equipment Engineer through occasional personal inspections of the Equipment Depot's activities and by review of operating records to determine that repair costs and time spent in returning equipment to serviceable condition is in accordance with standards in private or other public shops.

EXAMPLES OF DUTIES PERFORMED

Plans and directs the operations of all shops at the Equipment Depot; supervises mechanics, machinists, welders, painters, plumbers, upholsterers, carpenters, other workers, and coordinates their work.

Plans and supervises the initiating and keeping of records of equipment throughout the state as to location, the receiving and checking of specifications, and issuing of all new equipment in Department of Transportation, and coordinates warranties on all new equipment for all the Divisions. Negotiates with factory representatives to accomplish this. Advises Divisions as to whether to repair or salvage equipment.

Establishes policies relative to the maintenance and repair of equipment coming from the Division shops and in the Equipment Depot shops.

Examines equipment received from manufacturers and recommends modifications or additions to meet equipment specifications of the North Carolina Department of Transportation.

Directs the Equipment Depot toward meeting the needs of the Equipment Unit Headquarters, the fourteen (14) Equipment Superintendents, Parts Inventory Warehouse, and all other state agencies across the state that require our services.

Performs related work as required by the position and the Head of Equipment.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of highway equipment specifications, equipment parts, and equipment repair costs.

Thorough knowledge of the principles and practices applied in the safe and efficient operation and repair of all types of internal combustion equipment.

Considerable knowledge of the principles and practices applied in equipment cost accounting and bookkeeping activities.

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Demonstrated ability to plan and organize the work of technical and skilled supervisory personnel.
Ability to establish and maintain effective working relationships with associates, superiors, subordinates, manufacturer's representatives, and equipment dealers contacted in this work.
Ability to understand and follow complex oral and written instructions.

Minimum Education and Experience

Graduation from high school and five (5) 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.