

HEAVY MECHANIC WORKING SUPERVISOR

JOB CODE: 7419
LOCATION: Tioga County Department of Public Works
CLASSIFICATION: PJC
SALARY: CSEA –Public Works
ADOPTED: Resolution 159-22, effective 6/22 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for efficient and economic use of materials and equipment in the maintenance and repair of various types of road construction equipment. Employees in this class primarily perform the more difficult repairs, which require a higher degree of skill. Work is performed under general direction from the Commissioner or Deputy Commissioner of Public Works with wide leeway allowed for assigning tasks and making decisions. General supervision is exercised over the work of mechanics and mechanic helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and participates in maintenance and repair of vehicles which are considered to be heavy and motor equipment;
- Maintains records of parts and supplies used and prepares requisitions;
- Instructs in the operation of complex heavy and motor equipment;
- Directs purchase of replacement parts for related equipment;
- Makes recommendations to supervisor on whether to repair, replace or discontinue use of equipment;
- Supervises and participates in fabrication projects;
- Assists in preparation of the budget;
- May perform major mechanical overhauls;
- Schedules maintenance work to insure proper servicing of vehicles;
- Performs general maintenance of garage facilities.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard automotive and/or road construction equipment repair methods and of the terminology, tools and safety precautions of the trade; skill in performing automotive and/or road construction equipment maintenance and repair tasks; ability to operate acetylene cutting and welding equipment; ability to understand and carry out complex oral and written instructions; ability to lead and supervise the work of others; ability to read and understand assigned equipment operational and servicing information; ability to solve operating problems as they occur in the field; ability to secure the cooperation of others; mechanical aptitude; willingness to respond to emergencies; initiative and resourcefulness; leadership; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION

Open Competitive (Either):

- a. Graduation from a New York State registered or regionally accredited technical school or community college with an associate's degree or certificate in automotive technology or mechanic and one (1) year full-time experience or its part-time equivalent in an automotive and/or road construction equipment repair shop performing repair and maintenance of automotive equipment and/or road construction equipment;
OR
- b. Graduation from high school or vocational program in automotive and/or road construction equipment mechanics and two (2) years of full-time experience or its part-time equivalent as defined in (a) above; **OR**
- c. Three years of full-time experience or its part-time equivalent as defined in (a) above.

Promotional: Currently employed with a minimum of six (6) months of permanent status within the Tioga County Department of Public Works.

SPECIAL REQUIREMENT: Possession of a New York State Commercial Driver's License (CDL) at time of appointment and throughout duration of employment.