

## **ASSISTANT EQUIPMENT SERVICE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory and skilled work position involving the responsibility for efficient and journey-level performance of a variety of automotive and heavy equipment repair as well as machinist tasks. General instructions are received from the Equipment Service Supervisor regarding assignment of tasks with considerable leeway given for planning the details of each assignment. Supervision is exercised over the work of Equipment Mechanics. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Equipment Service Supervisor and assumes supervisory duties in his/her absence, including supervision of garage operation;

Performs various repairs on equipment such as automobiles, heavy duty trucks, tractors, sweepers, snow removal and other public works equipment;

Grinds valves, fits new bearings, pistons and rings;

Installs connecting rods and bearings;

Repairs or overhauls brake systems, differentials, transmissions and front/rear axles;

Straightens frames, fenders and aligns wheels;

Operates machine shop equipment including lathes and other various machining equipment;

Assigns specific tasks to the Equipment Mechanics and other workers in the repair and maintenance of public works equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of practices, methods, tools, terminology and safety precautions of the trade;

Thorough knowledge of standard automotive repair methods;

Working knowledge of the machinist trade;

Skill in the use of automotive and public works equipment servicing tools and equipment such as drill presses, wrenches, welders, torches, lathes and valve grinders;

Ability to make difficult repairs to heavy duty trucks, tractors, snow removal equipment and other public works equipment;

Ability to work from plans and specifications as well as to follow rough sketches and oral instructions;

Ability to perform work requiring strenuous effort;

Ability to lay out work for self and others;

Ability to lift heavy objects;

Willingness to respond to emergencies and work overtime;

Willingness to work outside in adverse weather conditions;

Good motor and hand eye coordination;

Manual dexterity;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and five years of experience as a mechanic performing repairs on heavy duty motor equipment.

**NOTE:** Completion of an approved Automotive Mechanic Apprenticeship program or education in automotive mechanics at a regionally accredited or New York State registered college, university or technical institute may be substituted for up to two years of the required experience.

SPECIAL REQUIREMENT DURING THE PROBATIONARY PERIOD:

- 1) Possession of the appropriate level Commercial Driver's License (CDL).
- 2) Possession of New York State Motor Vehicle Inspector's Licenses #1, #2 and #3.

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COMPETITIVE