

## LANCASTER COUNTY EQUIPMENT MECHANIC SUPERVISOR

### NATURE OF WORK

This is skilled technical work supervising, scheduling and instructing subordinate employees in the maintenance and repair of a variety of light, medium, and heavy automotive and construction equipment at the County Shop for all County vehicles.

Work involves responsibility for supervising all maintenance and repair work of light, medium, and heavy equipment including providing technical assistance to subordinate mechanics, maintaining records of maintenance and repair work performed and costs incurred; initiating purchase of parts, materials, supplies, tools, equipment and related items; determining scope of maintenance and repair requirements of vehicles and assigning work to appropriate subordinates; and reviewing work of subordinates to ensure compliance with maintenance standards. Work also involves planning and budgeting for new tools used in the shop and by all Districts; and budgeting for new and replacement vehicles and equipment including writing specifications and working with the Purchasing Department in securing items. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and maintenance standards compliance.

### EXAMPLES OF WORK PERFORMED

Supervise and instruct subordinate employees in the maintenance and repair work of light, medium, and heavy equipment at the County Shop; maintain record of maintenance and repair work performed and costs incurred.

Schedule all work including preventative maintenance and record maintenance work for all County vehicles and equipment.

Determine scope and nature of maintenance and repair requirements of vehicles and assign work to appropriate subordinate.

Initiate and review purchase of parts, materials, supplies, tools, new vehicles, and equipment and collect price information from various vendors; supervise inventory control as it pertains to equipment repair functions; prepare budgetary requests for the purchase of new tools and equipment as well as new machinery and vehicles.

Use the fleet management system to store, manage and retrieve all equipment and vehicle maintenance records.

Review and approve or deny parts requisitions.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the characteristics and maintenance requirements of a variety of light, medium, and heavy automotive and construction equipment and machinery.

Thorough knowledge of the principles, practices and techniques of automotive and construction equipment maintenance and repair.

Ability to plan, assign, and supervise semiskilled and skilled mechanics engaged in equipment maintenance and repair activities.

Ability to diagnose defects in equipment and to instruct subordinates in appropriate corrective actions.

Ability to prepare reports of equipment maintenance and repair work performed and to maintain records of same.

Ability to write specifications and secure bids for new equipment and tools.

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.

Skill in the use of a variety of specialized tools and equipment used in equipment maintenance and repair.

#### MINIMUM QUALIFICATIONS

Graduation from high school plus four years of experience in light, medium and heavy automotive and construction equipment maintenance and repair and two years of experience supervising skilled automotive and diesel mechanic personnel; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

When operating equipment that falls under the Nebraska Commercial Driver's License (CDL) status, the employee is required to possess and maintain the proper license and endorsement.

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