

Department: Department of Public Works

SPEC G212

Classification: Competitive

Grade: 12

ASSISTANT SUPERVISING MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the assistance of maintenance and repair of a variety of County automotive, road construction, and mechanical equipment. These duties involve responsibility for supervising and performing skilled repair and maintenance tasks requiring a thorough knowledge of the trade. An employee in this class is responsible for all facets of maintenance and repair of County vehicles and equipment including wheel and track vehicles and light and heavy machinery. The work is performed under general supervision with wide latitude permitted for planning work methods and assuming responsibility for final results. Repair jobs are assigned to automotive and/or construction equipment mechanics and inspected upon completion. This position is intended to assist the current Supervising Mechanic and perform tasks and supervision under the direct supervision of the Supervising Mechanic. The incumbent does related work as required and is expected to be a "working supervisor" performing the daily duties and responsibilities of a Construction Equipment Mechanic

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the supervision of any maintenance and repair of County trucks, automobiles, road construction and other automotive and mechanical equipment;
Assigns various types of automotive repairs to mechanics and inspects the work upon completion;
Determines need for and kind of repairs to be made;
Takes an active part in the maintenance and repair of equipment, particularly more complex jobs;
Determines the priority of various repair jobs and plans shop work for maximum production;
Instructs mechanics in repairs to be made;
When the Supervising Mechanic is not available; controls parts and shop materials purchases, maintains proper parts inventory, oversees disbursement of highway materials from storage shed;
Assists in overseeing shop building for plant maintenance and repair;
Day-to-Day work is performed as a Construction Equipment Mechanic.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of various types of automotive, construction and mechanical equipment and methods associated with its maintenance and repair; thorough knowledge of the terminology, tools and accident precautions associated with the maintenance and repair of various types of automotive, construction and mechanical equipment; demonstrated ability to make difficult repairs to heavy construction equipment; ability to plan, organize and supervise the work of skilled automotive and construction equipment mechanics; good working knowledge of schematics, part identification numbers, parts books and/or cross-reference materials for ordering replacement parts; ability to research and comprehend complex equipment repair manuals; ability to communicate effectively both orally and in writing; ability to prepare work reports and maintain accurate records; mechanical aptitude; good hand and eye coordination; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of an equivalency diploma and two years of progressively responsible paid experience as a skilled mechanic of both heavy construction equipment and automotive equipment; or

(b) Graduation from high school or possession of an equivalency diploma and four years of progressively responsible paid experience as a skilled heavy construction equipment mechanic; or

(c) Six years of progressively responsible paid experience as a skilled automotive mechanic; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a New York State Class B Commercial Driver's License is required for this position. The New York State Class B Commercial Driver's License may be acquired within the probationary period of the appointment.

Possession of a New York State Group 1 and 2 Inspector's License Certificate for Light Duty, Heavy Duty and Trailer vehicle groups or higher at the time of appointment. The Inspector's Licenses may be acquired within the probationary period of the appointment.

NOTE: College level training in automotive or heavy equipment repair may be substituted for up to two years of the required experience on a year-for-year basis.