

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Equipment and Shop Maintenance Supervisor
Department: Public Works

Position No.: 1105
Classification: Employee Exempt
Salary Schedule (EE3)

1.0 MAJOR FUNCTION AND PURPOSE

Persons in this position are responsible for overseeing and supervising the purchasing, maintenance and operations of the entire County road department fleet of equipment and machinery.

2.0 SUPERVISION RECEIVED

Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties. Supervision and guidance are received from the Public Works Director and the County Engineer. Work load schedules come from the Administrative Coordinator.

3.0 SUPERVISION EXERCISED

Persons in this position normally supervise the mechanics and the mechanics helper.

Persons in this position have the authority to authorize vacations and to issue warnings; and, with the concurrence of the Public Works Director, to hire/fire and grant leaves of absence.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- Supervises repairs, maintenance, preventive maintenance and operations of road equipment. Responsible for the safe operation of all county equipment.
- Orders parts for equipment by preparing purchase orders and overseeing inventory control; supervises replacement of public works equipment, tools, and supplies.
- Schedules, assigns, and evaluates the maintenance and repair of road department equipment performed by shop personnel.
- Assists mechanics in resolving complex technical problems that may arise.
- Oversees fabrication in the shop or in the field.
- Discusses equipment performance criteria and standards with vendors and recommends equipment purchases to the director.
- Performs all duties of an equipment mechanic in the maintenance and repair of diesel and gasoline powered equipment and related systems.
- Responds to accidents involving equipment and determines the amount of damage and how to repair and get the equipment back to work. Responds to weather related emergencies.
- Inspects work done by contractors.
- Assists in the Safety Program.

- Remains on call 24 hours a day, 7 days a week.
- Performs other tasks as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the tools, equipment, and technology used in the repair and maintenance of motorized equipment. Knowledge of the principles governing internal combustion engines.
- Ability to schedule and supervise the activities of skilled equipment mechanics and maintenance workers in the equipment shop.
- Ability to comprehend technical instructions in repair manuals.
- Ability to weld, fabricate, and modify equipment.
- Skilled in locating and repairing defects in automotive equipment.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, climb or balance, and stoop, kneel, crouch or crawl. The employee is occasionally required to stand, walk, use hand/finger dexterity to handle objects, tools, or controls, and reach with hands and arms.
- Good health, and good physical condition, appropriate to the position. The employee must occasionally lift and/or move up to 100 pounds. Specific vision requirements include close, distance, color, night and peripheral vision, the ability to adjust focus and read small print.
- Must be able to utilize communications equipment necessary to perform required duties.
- Ability to use office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- Demonstrated successful supervisory and managerial experience is preferred. Implement and maintain sound organizational practices.
- Maintains a high standard for accuracy, completeness, and efficiency in the preparation of reports. Independent and self motivated to complete required deadlines while simultaneously completing other tasks.
- Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

6.0 MINIMUM QUALIFICATIONS

- High School diploma or GED equivalent. Three years experience at a level equivalent to the Equipment Mechanic class and one year of supervisory or lead responsibilities; or, substituting course work or training in supervision for up to six months of experience.
- Must obtain a Commercial Driver's License (CDL – Class A)
- Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

- Must obtain a flagging card and a first aid certificate.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- Knowledge of the hazards and safety precautions of the mechanical trade and knowledge of the principles of diesel and gas engines is preferred.
- Ability to keep clear and accurate records of county shop inventory.
- Ability to understand and follow verbal and written instructions and to interpret plans and sketches.
- Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner.
- Understands the need for maintaining confidentiality of sensitive information.
- Effectively communicates with others, both in writing and orally.
- Assures efficient and effective utilization of department personnel, funds, materials, facilities, and time.

8.0 WORK ENVIRONMENT

- While performing the duties of this job, the employee usually works from an office in the main shop. Considerable traveling is required using a county truck operating in year round weather conditions including extreme cold and hot temperatures.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.¹

¹ Position placed on Mid-Management Scale effective January 1, 2006.