



CLASS SPECIFICATION

Class Code: 8101
Date Est: 10/2001
Last Rev:
Last Title Chg:
FLSA: non-exempt

HEAVY EQUIPMENT MECHANIC SUPERVISOR – GERLACH/VYA

DEFINITION

Under direction, plans, supervises, and assigns work in repairing and maintaining medium and heavy trucks and construction equipment; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three years of progressively responsible work experience in the repair and maintenance of heavy equipment, diesel engines and hydraulic systems; OR two years of experience as an Equipment Mechanic II in Washoe County and completion of the Heavy Equipment Mechanic Training program; OR completion of a recognized apprenticeship program for repair of heavy equipment; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid Class "A" Commercial Driver's License must be obtained within six months of hire.

A Hazmat Endorsement is required to run lube truck and must be obtained within 6 months of hire.

A minimum ASE Certification of brake, steering suspension for heavy and medium trucks and equipment must be obtained within 12 months of hire.

Selected applicants will be required to submit to a urine drug test at the time they obtain a learner's permit for a CDL (Commercial Driver's License) or a CDL and they are required to operate vehicles requiring possession of a CDL. Employees with CDL's in this class will also be subject to drug and alcohol testing under the following conditions: reasonable cause, post-accident, random, return to duty and follow-up.

SUPERVISION EXERCISED

Exercises direct supervision over technical staff, responsible for prioritizing and assigning work, work review, training, and assisting with performance evaluations and discipline.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform the more complex mechanical repair and maintenance of light and medium duty vehicles and diesel construction equipment.

Repair and/or change truck tires and wheels.

Use a variety of complex testing and diagnostic equipment to evaluate electrical, mechanical, and hydraulic problems; must interpret complex wiring diagrams and repair schematics.

Diagnose, repair, and overhaul complex hydraulic systems, air brakes, transmissions, engines, suspension, and electrical systems.

Diagnose and troubleshoot mechanical, electrical, and hydraulic problems with employees in remote field locations via telephone or radio.

Organize, prioritize, and assign work of equipment and mechanical staff.

Inspect and review work of equipment and mechanical staff.

Assist with performance evaluations of equipment and mechanical staff.

Purchase from area vendors or order from Equipment Services Dept. central warehouse; receive and inventory parts, materials, chemicals, tires, oils and fluids, and supplies using an automated or manual inventory system.

Open, assign, review, and close work orders including recording pertinent information, parts assignments, and labor charges.

Track warranties of a variety of parts, equipment, and component parts; determines if parts, equipment, or component parts under warranty should be repaired or replaced.

Coordinates with manufacturer to ensure warranty repairs are completed in a thorough and time manner, and in compliance with warranty provisions.

Work with user departments to coordinate repairs and estimated equipment downtime in order to keep project schedules in line and to minimize the impact on employee lost time.

Input employee labor hours for payroll.

Perform welding and fabrication.

Operate and maintain a broad range of diesel construction equipment and peripheral equipment such as generators, compressors, pony motors, etc.

Perform duties in a safe and responsible manner that does not expose the employee or co-workers to unnecessary risk or danger.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Computers for use in checking history on equipment, looking up parts, opening and closing work orders, and payroll data entry.

Work policies and procedures of the department and work unit where assigned.

Safety standards and methods used in the repair of heavy equipment.

Automated and manual inventory systems used by Gerlach/Vya stations.

Ability to:

Perform a variety of skilled mechanical trades work on heavy construction equipment with minimal guidance and supervision.

Organize and prioritize work assignments and schedules according to department procedures and users needs.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Tools, equipment, and methods used in journey level mechanical diagnosis, maintenance, and repair work on heavy construction equipment.

Principles of hydraulics and maintenance of hydraulic systems.

Welding equipment, methods, and techniques.

Skill in the use of hand tools and machines used in the repair of heavy equipment including lathes, drill presses, and grinders.

Principles and practices of supervision.

Ability to:

Apply the theory and techniques of skilled mechanical trades work in the diagnosis, maintenance, and repair of heavy construction equipment.

Operate medium and heavy trucks, tractors, bulldozers, graders, and power shovels.

Use complex testing and diagnostic equipment.

Read and interpret wiring diagrams and repair schematics.

Maintain routine maintenance records.

Communicate effectively orally and in writing.

Understand and follow written and oral instructions

Establish and maintain effective work relationships with fellow employees.

SPECIAL REQUIREMENTS

(Essential duties require the following physical skills and work environment.)

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, kneel and twist upper body. Ability to lift and move objects weighing up to 75 lbs. Ability to distinguish between colors. Ability to use tools requiring dexterity. Exposure to dust, dirt, grease, oils, and chemicals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date _____ November 28, 2001 _____