

MECHANIC WORKING SUPERVISOR

JOB CODE: 7410
LOCATION: Tioga County Public Works; Town of Owego; School Districts
CLASSIFICATION: Non-competitive
SALARY: Public Works, Grade 1; Town of Owego and Schools, to be determined
ADOPTED: Revised 12/98; 8/01; 5/15; 1/20, 12/22 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for ethical and economic use of materials and equipment in the maintenance and repair of various types of automotive and/or road construction equipment. Employees in this class primarily perform the more difficult repairs, which require a higher degree of skill. Work is performed under general direction from department designee with wide leeway allowed for assigning tasks and making decisions. General supervision is exercised over the work of mechanics and helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and participates in maintenance and repair of all relevant departmental equipment;
- Maintains records of parts and supplies used and prepares requisitions;
- Instructs in the operation of complex motor equipment;
- Directs purchase of replacement parts for related equipment;
- Makes recommendations to supervisor on whether to repair, replace or discontinue use of equipment;
- Supervises and participates in the welding projects;
- Assists in preparation of the budget;
- May perform major mechanical overhauls;
- Schedules maintenance work to insure proper servicing of vehicles;
- Performs general maintenance of garage facilities.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard automotive and/or road construction equipment repair methods and of the terminology, tools and safety precautions of the trade; skill in performing automotive and/or road construction equipment maintenance and repair tasks; ability to layout and supervise the work of others; ability to operate acetylene cutting and welding equipment; ability to work from plans and rough sketches; ability to understand written and oral instruction; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION (Either):

- a. Graduation from a New York State registered or regionally accredited technical school or community college with an associate's degree or certificate in automotive technology or mechanic and one (1) year full-time experience or its part-time equivalent in an automotive and/or road construction equipment repair shop performing repair and maintenance of automotive equipment and/or road construction equipment; **OR**
- b. Graduation from high school or vocational program in automotive and/or road construction equipment mechanics and two (2) years of full-time experience or its part-time equivalent as defined in (a) above; **OR**
- c. Three years of full-time experience or its part-time equivalent as defined in (a) above.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State driver's license at time of appointment and throughout duration of employment.