

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV34831</b>
<b>Job Class Code:</b>	<b>810</b>	<b>Salary Schedule:</b>	<b>ASRREQRPR</b>
<b>EEO Category:</b>	<b>07</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>8380</b>		

<b>Job Code Established:</b>	<b>04/05/91</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/04</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Equipment Maintenance and Repair Series

**JOB CODE TITLE:** EQUIPMENT SHOP SUPERVISOR

**HRIS TITLE:** EQP SHOP SPV

**CHARACTERISTICS OF THE CLASS:** Works under general direction of an Equipment Manager or other administrative supervisor, in accordance with organization's overall equipment management policies and procedures. Has the authority to approve/authorize repairs to automotive/heavy construction equipment; assign/evaluate work of subordinate staff; develop/implement shop budget; authorize contracted service/repair work; schedule fleet automotive/heavy construction equipment for periodic preventive maintenance/repair services. Supervises the day-to-day operation of an automotive/heavy construction equipment service/repair shop, including scheduling fleet vehicles/equipment for preventive maintenance, coordinating scheduled/emergency repairs, and monitoring parts/supplies procurement/usage. Ensures Fleet vehicles/equipment scheduled/serviced at specified intervals; emergency repair needs integrated with scheduled maintenance/repair work; emergency repairs and scheduled maintenance/repair work coordinated with users to maximize vehicle/equipment utilization; equipment management oriented records maintained and reports prepared; shop budget developed and administered. Responsible for assigning service/repair projects to subordinate staff and evaluating completed work; scheduling fleet vehicles/equipment for maintenance/repair at specified intervals; monitoring parts/supplies procurement/inventory control; recommending repair/replacement of vehicles/equipment based on cost and other appropriate factors; projecting budget needs based on past usage and anticipated activities; developing/implementing safety/training programs for subordinate staff.

**EXAMPLES OF DUTIES:** Assigns service/repair projects to subordinate staff based on their individual expertise and the nature/extent of the projects to be completed. Schedules automotive/heavy construction equipment for preventive maintenance service and/or repairs and notifies users of scheduled appointments. Schedules mobile repair/mobile lube units to service automotive/heavy construction equipment located at remote work sites. Coordinates emergency repair needs with scheduled service/repair activities to minimize down time for critical equipment. Evaluates work of subordinate staff by inspecting/operating vehicles/equipment after service/repairs are completed. Develops and implements shop budget, including projecting/monitoring parts/supplies procurement and utilization and staffing levels; authorizes contracted service/repair work to be performed by outside vendors; coordinates and implements training program for subordinate staff; develops, interprets, and implements policies/procedures related to shop operations. Performs related work as required.

**WORK CONDITIONS:** Exposure to noise, dirt, grease, and temperature extremes; possible lifting/moving heavy items, some of which may weigh 50 pounds or more; possible exposure to hazardous substances.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** power/drive train system inspection, diagnosis, and repair procedures; electrical, electronic control, and hydraulic systems inspection, diagnosis, and repair procedures; computerized diagnostic analyzer use procedures; automotive/heavy construction equipment operating procedures; parts procurement/inventory control procedures/ practices; automotive shop safety principles and practices;

equipment management principles, including scheduled preventive maintenance and recordkeeping; general employee supervision/training principles and practices.

**Skill/Ability to:** estimating time parameters/cost of preventive maintenance/repair work for a wide variety of automotive/heavy construction equipment; projecting parts, supplies, and staffing needs based on past usage and anticipated organization activities/program changes; understanding manufacturer's service/repair manuals; establishing and maintaining effective working relationships; organizing/supervising an automotive/heavy construction equipment service/repair shop; scheduling/coordinating automotive/heavy construction equipment service/repair work to maximize utilization; developing day-to-day operating procedures/policies; equipment management oriented recordkeeping/report preparation.

**SPECIAL SELECTION FACTORS:** Journey level experience must have been acquired in 1980 or after. Some positions may require possession of a valid Arizona driver's license at a level appropriate to the position/assignment and retention of said license during the period of employment. A medical/physical evaluation is required prior to appointment. Five years of journey level experience as an automotive/heavy duty equipment mechanic; or education/training in an accredited/certified equipment/fleet management or automotive/heavy equipment repair program may substitute for the required experience on a month-for-month basis to a maximum of four years; OR ASE or vehicle manufacturer's certification as a master mechanic may substitute for five years experience; OR one year as an Equipment Repair Technician or three years as an Equipment Parts Expeditor. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.