

**HIGHWAY EQUIPMENT SPECIALIST****Nature of Work**

Under general supervision, performs full performance level work assisting in the supervision of vehicle and heavy equipment repair work at the district or division level, or serves as a trainer in the repair or operation of heavy equipment. May have a specialty assignment, such as parts/supply procurement or inventory control, or may serve as a specialist in heavy equipment repair. May perform in a lead worker or "assistant supervisor" capacity. Performs related work as required.

**Distinguishing Characteristics**

An incumbent in this class is distinguished from an Equipment Supervisor I or II by primarily performing functional duties limited to a specific area or job. The incumbent would not be involved in coordinating projects with other organizations, developing equipment specifications, reviewing or signing payrolls, etc.; but would be involved in specialist tasks such as monitoring and diagnosing equipment failure and maintaining EMPM System for the district or division. In the capacity of trainer, incumbent may instruct mechanics or equipment operators in repair methods or in the operational characteristics of heavy equipment.

**Examples of Work**

Assists Equipment Supervisor in the supervision of mechanics and equipment operators in the repair and maintenance of vehicles and equipment.

May assign mechanics and other maintenance employees to specific work projects.

Monitors and diagnoses equipment failure to determine extent of repairs.

Ensures compliance with the Equipment Management and Preventive Maintenance Systems.

Writes work orders to authorize repairs, takes requests for repairs/parts from county supervisors or mechanics.

Procures and inventories parts and supplies from division or vendors.

Conducts orientation programs for new employees.

Reviews and edits training materials.

Conducts one on one training in the repair of heavy equipment.

Conducts training classes in the operational characteristics of heavy equipment.

**HIGHWAY EQUIPMENT SPECIALIST(Cont'd)****Knowledge, Skills and Abilities**

Knowledge of the methods, tools and equipment used in the maintenance and repair of vehicles and highway maintenance equipment.

Knowledge of the Division of Highways Equipment Management and Preventive Maintenance Systems.

Knowledge of the operational characteristics of heavy equipment.

Knowledge of safety issues relating to both the repair and operation of heavy equipment.

Ability to supervise the work of mechanics and equipment operators in the performance of job duties.

Ability to diagnose equipment malfunctions and recommend corrective action.

Ability to supervise the purchasing and inventory of major equipment parts and supplies.

Ability to work effectively with co-workers.

Ability to maintain records.

Ability to communicate effectively, both orally and in writing.

Ability to operate various pieces of heavy equipment.

**Minimum Qualifications****Training:**

Graduation from a standard high school or the equivalent.

**Experience:**

For equipment repair: Four years of full-time or equivalent part-time paid experience in vehicle and highway equipment repair, in purchasing, procurement or inventory control of vehicle and highway equipment or as an automotive service manager.

For equipment operation area: Four years of full time or equivalent part time paid experience in the operation of highway equipment.

**Substitution:**

Successful completion of an approved vocational education program in automotive mechanics of at least 1,080 hours may substitute for one year of the required experience in the area of equipment repair.

8326

HIGHWAY EQUIPMENT SPECIALIST(Cont'd)

Areas of Assignment:

Equipment Repair  
Equipment Operation

Established: 11/16/93  
Revised: 1/8/2002  
Effective: 1/8/2002