

**HIGHWAY EQUIPMENT SUPERVISOR 1****Nature of Work**

Under limited supervision, at the Equipment Division and District level, performs full performance level work supervising employees in the technical functions related to repair and maintenance of vehicles or heavy equipment used in highway construction and maintenance; or serves as field liaison with Equipment Division and the Districts in the effective implementation of Equipment Management or Preventive Maintenance Systems for the Division. Performs related work as required.

**Distinguishing Characteristics**

An incumbent in this class is distinguished from Highway Equipment Supervisor 2 by performing in a "working supervisor" capacity, overseeing the functional duties of the unit. There is no responsibility for the selection of employees, and only on limited occasions would there be involvement in the evaluation of employees. Supervising, coordinating, and organizational functions are limited to areas of district.

**Examples of Work**

Supervises mechanics, equipment operators and other personnel in the repair and maintenance of vehicles and equipment.

Schedules and reviews work assignments, develops preventive maintenance schedules, coordinates all warranty repair work.

Coordinates the repair and transporting of vehicles and heavy equipment to/from shop and work site.

Supervises the daily procurement and inventory of parts and supplies from vendors and the central Equipment Division warehouse.

Ensures compliance with the Equipment Management and Preventive Maintenance Systems. Assists in the development of equipment specifications and develops equipment maintenance/overhaul schedules.

Coordinates and establishes schedules for training programs.

May attend meetings with area equipment supervisors and/or mechanics on equipment related priorities, repairs and maintenance.

May review and sign payrolls, purchase orders, work orders and accident reports.

**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.

Ability to supervise the work of mechanics and equipment operators in the maintenance and repair of vehicle and highway maintenance equipment.

**HIGHWAY EQUIPMENT SUPERVISOR 1 (CONT'D)**

**Knowledge, Skills and Abilities (Cont'd)**

Ability to diagnose equipment malfunctions and recommend corrective action.

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

Ability to work effectively with others in performance of job duties.

Ability to organize and direct training programs.

**Minimum Qualifications**

**Training:** Graduation from a standard high school or the equivalent.

**Experience:** Six years of full-time or equivalent part-time paid experience in vehicle and highway equipment repair in a transportation or highway construction setting, or experience in heavy equipment parts management or experience in purchasing, procurement, or inventory control of vehicle and highway equipment or as an automotive service manager including two years in a general supervisory capacity.

**Substitution:** One year of experience as a Highway Equipment Specialist may be substituted for the required supervisory experience.

Established: 11/16/93

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