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HIGHWAY EQUIPMENT SUPERVISOR 2

Nature of Work

Under administrative direction, at the Equipment Division and District level, performs advanced level work supervising employees and has responsibility for the repair and maintenance of vehicles or heavy equipment used in highway construction and maintenance; is accountable for the implementation of all safety policies; may serve as an equipment specialist/supervisor in the development and implementation of the Equipment Management System; or manage the procurement, inventory and distribution of all automotive/vehicle parts and supplies for the Division. Performs related work as required.

Distinguishing Characteristics

This class is distinguished from Highway Equipment Supervisor 1 by having responsibility for interviewing, selecting, and evaluating employees; serving on Review Boards; and acting as liaison with district, county, and central offices on all equipment related administrative requirements.

Examples of Work

Supervises mechanics, equipment operators and other personnel in the repair, maintenance, and movement of vehicles and heavy equipment for use in the district and/or state.
Ensures proper staffing needs are met through the monitoring of work schedules.
Estimates damages and coordinates the repair of equipment between maintenance units and central Equipment Division.
Supervises the disposal of shop waste in accordance with environmental protection standards.
Supervises the procurement and inventory of parts and supplies for the District from vendors and the central Equipment Division warehouse. Makes recommendations for replacements.
Ensures the effective operation of the Equipment Management and the Preventive Maintenance Systems.
Assists in the development of equipment specifications, and approves equipment maintenance/overhaul schedules.
Organizes and directs training programs.
Reviews and signs payrolls, purchase orders, work orders and accident reports. Interviews applicants for employment, makes recommendation for hiring, and performs employee evaluations.
Confers with area equipment supervisors and/or mechanics on equipment related priorities, repairs and maintenance.

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 operators in the maintenance and repair of vehicle and highway maintenance equipment.

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HIGHWAY EQUIPMENT SUPERVISOR 2 (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 major equipment parts and supplies.

Ability to work effectively with others in resolving work related problems.

Ability to organize, direct, and present training programs.

Minimum Qualifications

Training: Graduation from a standard high school or equivalent.

Experience: Eight 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 three years in a general supervisory capacity.

Substitution: One year of experience as a Highway Equipment Supervisor 1 may be substituted for the required supervisory experience.

Established: 11/16/93

Revised: 10/06/97, 06/03/08

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