NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Equipment Maintenance Superintendent 1	CODE: 52171C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general direction from higher-level equipment maintenance superintendent, highway patrol captain or other supervisor, directly supervises auto mechanics in equipment maintenance & repair in district garage; or inspects equipment assigned to counties for condition & needed repair & maintenance, responsible for assignment of equipment to counties & transfer of equipment between counties & directly supervises assigned clerical & support personnel; or manages district mechanical parts stockroom & directly supervises assigned storekeepers &/or stores clerks; or inspects, test drives & arranges for installation of special equipment on patrol cars & directly supervises assigned clerical staff; Note: supervision cited herein is defined as "has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other public employees; to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgement." PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (372)	48-58	Directly supervises auto mechanics in maintenance & repair of equipment at district garage (i.e., plans & schedules maintenance & repair, assigns & supervises work of mechanics, approves & signs time cards, equipment repair orders & leave requests & evaluates work performance of garage personnel); or conducts field inspections of equipment assigned to counties within district, checks for needed maintenance & repair; schedules maintenance & repair that is not feasible in county garage with district garage, responsible for assignment of equipment to counties & transfer of equipment between counties & directly supervises assigned clerical & support personnel (e.g., clerks, clerical specialists, storekeepers); or manages district mechanical parts stockroom & directly supervises assigned storekeepers &/or stores clerks; or inspects, test drives & arranges for installation of special equipment on patrol cars, inspects patrol cars for maintenance & repair &/or salvaging & directly supervises assigned clerical personnel.	Knowledge of (1) supervision*, (2) inventory control, (3) automative parts & service management; skill in (4) auto mechanics; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) add, subtract, multiply & divide whole numbers, (7) complete routine forms, (8) establish friendly atomosphere as supervisor of work unit.
2 123: 1-7-17	12-18	Authorizes part order forms for equipment maintenance or repair, maintains inventory of equipment, parts &/or patrol cars; supervises requisition & unit pricing of mechanical parts; regulates usage of solvents, fuels & lubricants.	Knowledge of 1*, 2, 3; ability to 5, 6, 7, (9) gather, collate & classify information about data, people or things.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
May be exposed to chemical solvents, fuels, lubricants, or exhaust fumes.	12 months training &/or experience in auto mechanics; 300 hrs. training in inventory control (or 3 mos. exp.); 1 course in automotive parts & service management (or 1 mo. exp.); or equivalent.	

OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Equipment Maintenance Superintendent 1

CODE: 52171C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	11-17	Inspects equipment repairs & inspects new equipment for defects & old equipment for salvage.	Skill in 4; ability to 5, 6, 7.
4	15-21	Performs miscellaneous duties as assigned (e.g., negotiates insurance claims & settlements for accidents involving state vehicles, maintains motor pool records, inspects wrecked vehicles, liaison with vehicle manufacturers' representatives & dealerships).	Knowledge of (10) public relations; ability to 5, 6, 7.

(373)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Equipment Maintenance Superintendent 1

CODE: 52171C