STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Equipment Maintenance	5217
MAJOR AGENCIES:	EFFECTIVE DATE :
Transportation, Natural Resources, Mental Health, Administrative	
Sarvices	

SERIES PURPOSE:

The purpose of the equipment maintenance occupation is to supervise or manage equipment maintenance or operation activities.

At all levels, incumbents supervise or manage equipment maintenance or operation activities.

<u>CLASS TITLE</u>: <u>CLASS NUMBER</u>:

Equipment Maintenance Superintendent 1 5217

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of automotive body repair, automotive mechanics, heavy equipment operation & inventory control methods in order to supervise auto mechanics in repair & maintenance of vehicles &/or equipment &/or to supervise personnel involved in heavy equipment operation (e.g., backhoes, bulldozers, cranes).

CLASS TITLE: CLASS NUMBER:

Equipment Maintenance Superintendent 2 52172

EFFECTIVE DATE:

06/26/1994

CLASS CONCEPT:

The first management level class works under general direction & requires extensive knowledge of auto body repair, auto mechanics &/or heavy equipment operation & supervisory principles/techniques in order to manage multi-unit auto mechanic &/or heavy equipment operation section & supervise assigned personnel.

<u>CLASS TITLE</u>: <u>CLASS NUMBER</u>:

Equipment Maintenance Superintendent 3 52173

EFFECTIVE DATE:

06/22/1990

CLASS CONCEPT:

The second management level class works under general direction & requires extensive knowledge of auto body repair, auto mechanics &/or heavy equipment operation & management in order to supervise managers in district or division or to assist central office administrator in directing agency equipment maintenance program.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Equipment Maintenance Superintendent 1	52171	EX

EFFECTIVE DATE:

06/22/1990

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

In central office or district garage &/or community, supervises unit of personnel involved in heavy equipment operation (e.g., backhoes, bulldozers, cranes) &/or auto mechanic &/or auto body repair activities (e.g., plans & schedules maintenance & repair; oversees & inspects work of staff; approves equipment repair orders; inspects equipment assigned to counties; trains employees; organizes work projects & determines equipment & material needs; oversees record keeping & inventory control activities) & establishes & enforces unit policies, procedures & safety standards.

Contacts &/or meets with vendors to order parts, supplies &/or service or to discuss work; resolves unusual problems or intervenes in emergency situations; assists in budget preparation & monitors expenditures; oversees grounds &/or building maintenance activities; oversees requisition & unit pricing of mechanical parts; enters data into computer; oversees clerical work; attends seminars or training sessions; reads blueprints &/or technical manuals.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques*; employee training & development*; auto body repair or auto mechanics or heavy equipment operation (e.g., backhoes, bulldozers, cranes); inventory control; safety practices/ standards associated with operation, maintenance &/or repair of vehicles or equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; read technical manuals & instructions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. trg. or 24 mos. exp. in auto body repair, auto mechanics or heavy equipment operation; 12 mos. exp. in safety practices/standards associated with operation, maintenance &/or repair of vehicles or equipment; 3 mos. trg. or 3 mos. exp. in inventory control. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to unpleasant weather conditions; may be exposed to dirt, grease, gas fumes, loud noise or other unpleasant conditions.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Equipment Maintenance Superintendent 2	52172	EX

EFFECTIVE DATE:

06/26/1994

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages multi-unit auto mechanic &/or heavy equipment operation section (e.g., Transportation central office or district garage; Natural Resources canal or dredging operations), supervises lower-level equipment maintenance superintendents or other supervisory personnel or equipment maintenance personnel, oversees equipment maintenance program, assists in maintenance program planning, develops & enforces section/garage policies, procedures & safety practices & evaluates work of staff to ensure section efficiency.

Provides technical assistance to staff, agency employees &/or governmental representatives; approves purchase of equipment, parts &/or supplies; oversees record keeping & inventory control activities; writes operations, personnel &/or fiscal reports; inspects new equipment &/or equipment repairs for conformance to specifications or job standards; inspects old equipment to determine disposition (e.g., salvage, repair); resolves public complaints; coordinates body repairs with other unit schedules; oversees clerical work.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management*; supervisory principles/techniques; agency fiscal control activities*; public relations; auto body repair, auto mechanics or heavy equipment operation; inventory control; safety practices/standards associated with operation, maintenance &/or repair of vehicles or equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret instructions &/or specifications concerning maintenance & proper uses of equipment.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

36 mos. trg. or 36 mos. exp. in auto body repair, auto mechanics or heavy equipment operation; 18 mos. exp. in safety practices/standards associated with operation, maintenance &/or repair of vehicles or equipment; 9 mos. trg. or 9 mos. exp. in inventory control; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to unpleasant weather conditions; may be exposed to dirt, grease, gas fumes, loud noise or other unpleasant conditions.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Equipment Maintenance Superintendent 3	52173	EX

EFFECTIVE DATE:

06/22/1990

<u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises managers (i.e., Equipment Maintenance Superintendent 2) in district or division (e.g., develops, implements & enforces policies, procedures & safety practices; oversees equipment maintenance program, canal or dredging operations; determines equipment needs & oversees preparation of equipment specifications; oversees budget preparation & fiscal controls; prepares statewide dredging plans).

OR

Assists Department of Transportation central office administrator in directing agency equipment maintenance program (e.g., coordinates statewide equipment purchasing program; coordinates statewide salvage disposal program; oversees central garage operations including vehicle fleet, body repair & equipment parts sections, automotive & heavy equipment repair section; oversees specification development &/or total inventory control) & supervises assigned equipment purchasing or equipment maintenance staff.

Provides technical assistance to other agency managers; acts as liaison between major sections, districts &/or central office; directs auction sales & approves equipment lists; inspects equipment; contacts &/or meets with manufacturer &/or distributor representatives regarding new equipment; conducts employee training seminars; answers public inquiries.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; supervisory principles/ techniques; agency fiscal control activities; public relations; auto body repair, auto mechanics or heavy equipment operation; inventory control; safety practices/standards associated with operation, maintenance &/or repair of vehicles or equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret instructions &/or specifications concerning maintenance & proper uses of equipment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

48 mos. trg. or 48 mos. exp. in auto body repair, auto mechanics or heavy equipment operation; 24 mos. exp. in safety practices/standards associated with operation, maintenance &/or repair of vehicles or equipment; 18 mos. trg. or 18 mos. exp. in inventory control; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in agency fiscal control activities. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have commercial driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to unpleasant weather conditions; may be exposed to dirt, grease, gas fumes, loud noise or other unpleasant conditions.