## 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.

### JOB TITLE | JOB CODE | PAY GRADE | EFFECTIVE
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Equipment Maintenance Superintendent 1 | 52171 | 10 | 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).

### JOB TITLE | JOB CODE | PAY GRADE | EFFECTIVE
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Equipment Maintenance Superintendent 2 | 52172 | 11 | 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.
**JOB TITLE**
Equipment Maintenance Superintendent 1

**JOB CODE**
52171

**B. U.**
EX

**EFFECTIVE**
06/22/1990

**PAY GRADE**
10

**JOB DUTIES IN ORDER OF IMPORTANCE:** (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.
**JOB TITLE:** Equipment Maintenance Superintendent 2

**JOB CODE:** 52172  
**B. U.:** EX  
**EFFECTIVE:** 06/26/1994  
**PAY GRADE:** 11

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**JOB DUTIES IN ORDER OF IMPORTANCE:** (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.