

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Equipment Maintenance
<u>MAJOR AGENCIES:</u> Transportation, Natural Resources, Mental Health, Administrative Services

<u>SERIES NO.:</u> 5217
<u>EFFECTIVE DATE:</u> 02/18/2018

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

Equipment Maintenance Superintendent 1

JOB CODE

52171

PAY GRADE

10

EFFECTIVE

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

Equipment Maintenance Superintendent 2

JOB CODE

52172

PAY GRADE

11

EFFECTIVE

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>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Equipment Maintenance Superintendent 1	52171	EX	06/22/1990	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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Equipment Maintenance Superintendent 2	52172	EX	06/26/1994	11

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.