

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

HEAVY EQUIPMENT MECHANIC SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise and direct subordinate Heavy Equipment Mechanics, semi-skilled workers, and Trades Helpers responsible for the operation, coordination, and quality control of a repair facility.

Position Code Title - Heavy Equipment Mch Spv-2

Heavy Equipment Mechanic Supervisor 12

The employee functions as a first-line supervisor with responsibility for directing employees in a work area or acts as an assistant in a large departmental garage.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Ensures proper right-to-know and other Occupational Safety and Health Administration (OSHA) regulations are followed for the safety of all employees.

Oversees the overhauling and rebuilding of trucks, tractors, pumps, cranes, and other standard or specialized gasoline, diesel, and manually operated firefighting machinery and equipment.

Purchases and requisitions materials and equipment.

Oversees the receipt of new vehicles and equipment for compliance to specifications.

Coordinates the assignment and return of federal surplus equipment to local fire departments for use in the rural fire program.

Diagnoses difficult problems, recommends repairs, and determines if service will be completed by subordinate staff or vendors.

Inspects, tests, and adjusts equipment.

Supervises and participates in the fabrication and construction of specialized tools and equipment.

Prepares cost and material estimates.

Performs any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of the organization and operations of the work area.

Knowledge of the instructions, guidelines, practices, procedures, and terminology of the work area.

Knowledge of training and supervisory techniques and employee policies and procedures.

Knowledge of personnel to meet staffing and training requirements.

Knowledge of the standard practices, materials, tools, and equipment used in the repair and fabrication of heavy equipment.

Knowledge of body and frame construction.

Knowledge of labor relations and applicable union contracts.

Knowledge of equal employment opportunity policies and procedures.

Ability to read diagrams, schematics, blueprints, and reference manuals.

Ability to monitor and evaluate problems and organizational performance for efficiency and effectiveness.

Ability to instruct and supervise the disassembly and assembly of engines and parts.

Ability to communicate effectively.

Working Conditions

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Physical Requirements

The job duties may require an employee to lift and/or move heavy objects.

The job duties may require an employee to traverse rough terrain.

Education

Education typically acquired through completion of high school.

Experience

Heavy Equipment Mechanic Supervisor 12

Six years of experience assisting skilled trades workers in the repair and maintenance of heavy equipment, including two years equivalent to a Heavy Equipment Mechanic E10 or one year equivalent to a Heavy Equipment Mechanic 11.

Special Requirements, Licenses, and Certifications

Positions require possession of a Commercial Driver's License (CDL) Group A with N or X endorsement and no air brake restrictions issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>	
HYETMHSPV	HEAVY EQUIPMENT MECHANIC SUPERVISOR	
<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Heavy Equipment Mch Spv-2	HETMHSP2	NERE-072

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02/04/2024