

Equipment Service Manager Tompkins County

Classification: Competitive

Labor Grade: 83

Approved: 10

Revised: 05/91; 07/95; 09/04; 11/10; 01/14

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college with an associates degree, or two-year technical school with a certificate, in automotive technology or mechanics **AND** three years of automotive shop experience, one year of which must have been paid or voluntary supervisory experience; **OR**
- (b) Graduation from high school **AND** five years experience as a journey level heavy equipment mechanic, one year of which must have been paid or voluntary supervisory experience; **OR**
- (c) Any combination of training and experience equal to or greater than that defined in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Must possess a valid New York State Class A or B permit at the time of application.

Must obtain a New York State Drivers License, Class A or B, with air brake endorsements, within 90 days of appointment and maintain such license for the duration of employment.

Must possess a valid NYS Department of Motor Vehicle Inspection Certification Groups I & II and air brake training certification at the time of application, and maintain such certification for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this class will have direct responsibility for the administration of the garage and equipment-repair facilities, including laying out and directing the work of a group of journey level heavy equipment mechanics and other shop personnel. The employee supervises the acquisition, storage, and disbursement of supplies and equipment. He or she maintains records of equipment preventive maintenance, and provides cost of operation records for individual pieces and classes of equipment. The broadly outlined work is performed under the general supervision of the Highway Manager, with a high level of autonomy being allowed for planning and supervising jobs in accordance with established policies and procedures. Supervision is exercised over the work of employees of the garage facility, necessitating an ability to motivate others to perform high quality work. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Supervises and inspects the repair of motor and heavy equipment such as automobiles, trucks, tractors, bulldozers, graders, loaders, excavators, rollers, and other road repair equipment; Supervises the ordering of, receiving and issuance of supplies, tools, and equipment; Arranges and assures that preventive maintenance is routinely done; Is responsible for checking incoming supplies and equipment against bills, vouchers, and requisitions of parts and materials; Estimates cost of parts and labor in determining the advisability of repair or replacement of equipment; Assigns specific tasks to Heavy Equipment Mechanics and other workers in the repair of equipment; Is responsible for adequate inventory of automotive, mechanical, and related parts and supplies for use in the repair and operation of equipment; Writes specifications for equipment repair and replacement; Assists in preparing budgets and tracks expenditures; Inputs computer data for administration of preventative maintenance, inventories, and related shop functions; Provides training and related instruction on vehicle and equipment maintenance and operation; Maintains records for inter-municipal equipment use and equipment that is co-owned between the County and other municipalities; Maintains records of fuel use, depreciation and replacement schedules for vehicles and equipment; May be required to review expense, repair, and replacement strategies for vehicles in other county departments; Prepares and manages a ten-year Equipment Replacement Plan; Responsible for coordination and oversight with vendors for purchase of new equipment and repairs done by

vendors; Setup, diagnosis, troubleshooting, and calibration of computerized equipment systems; Interprets Department of Transportation, Department of Motor Vehicle, and other rules and regulations that govern municipal equipment operation and is responsible to train employees and implement changes as needed; and Maintains records of environmental management of an oil and water separator.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of common methods, tools, terminology, and accident precautions of the automotive repair trade;
Thorough knowledge of component parts of automotive equipment, tools, and terminology;
Thorough knowledge of methods and practices for receiving, storing, maintaining, and issuing supplies and equipment;
Good knowledge of accounting and management practices;
Good knowledge and ability to apply computer programs in administration of shop functions;
Good knowledge of business arithmetic, English, and spelling;
Good knowledge of, and ability to use, computer programs in fleet maintenance, vehicle diagnostics and repair, word processing, and related repair;
Excellent oral and written communication skills;
Ability to setup, use, troubleshoot, and calibrate computerized equipment systems;
Ability to layout and supervise the work of others;
Ability to work from plans and specifications to follow rough sketches and oral instructions;
Ability to develop cost analysis to determine effective repair and replacement of equipment;
Ability in effective long-range planning and budgeting; and
Willingness to respond to emergencies;
Initiative, conscientiousness, resourcefulness and dependability are required.
The employee's physical condition shall be commensurate with the demands of the position.

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