INTRODUCTION

This classification supervises and assists in inspecting, diagnosing needs, and making major and minor repairs or modifications to all types of equipment and rolling stock used in the functions of the Road Department. This takes place both in the shop and in the field.

EXAMPLES OF PRINCIPAL DUTIES
(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Supervises and assists in repairing and modifying all types of road maintenance, construction, automotive and auxiliary equipment such as excavators, a rock crushe, graders, heavy dozers, heavy and front end loaders, diesel, and gas engines, all types of trucks, rollers, light tractors, oiling equipment, snow plows, cranes, and occasionally smaller equipment such as pumps, small engines, compressors, etc. Works on transmission, differentials and gears of all types, bearings, axles, frames, hydraulic motors, lines, valves and controls, carburetors, sheet metal, steering systems, suspension systems, air and mechanical braking systems, performs minor and major overhauls, both in the shop and the field.

2. Inspects equipment to determine the extent of necessary repairs, corrective actions and/or modifications.

3. Assigns work and lays out schedules of mechanics. Also monitors the work performed by the mechanics. Maintains work records and files.
4. Works with the mechanics in the ordering of parts and equipment necessary to perform repairs and/or maintenance. Works with vendors in requesting and receiving bids for parts.

5. Insures that the shop and the equipment conforms to the requirements of the Occupational Safety and Health Act and makes reports to the Roadmaster and/or Assistant Roadmaster if the foreman feels that an employee is operating a piece of equipment in an unsafe manner.

6. Instructs employees in the appropriate and safe use of materials, methods, tools, equipment and practices in the shop. Practice on the job safety and instruct the employees to work safely.


8. Counting materials, equipment, merchandise, or supplies in stock. Reporting discrepancies between physical counts and computer records. Developing or improving upon inventory management procedures. Stocking and distributing supplies, equipment or merchandise.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Thorough knowledge of the standard practices, materials and modern methods used in the repair and maintenance of automotive and construction equipment. Thorough knowledge of the principles and practices used in a safe and efficient operation, particularly in a repair and maintenance shop. Considerable knowledge of the principles of internal combustion engines. Considerable knowledge of how the Oregon Safe Employee Act applies to highway equipment and to an automotive and equipment repair and maintenance shop.

Skill in: The use of tools and equipment of the trade. Possess basic computer skills such as managing computer files, word processing, using spreadsheets and databases, finding information and communicating using computers. Demonstrate strong leadership and organizational skills.

Ability to: Understand and follow complex, oral and written instructions. Ability to plan, layout, and supervise the work of others and work from sketches or blueprints and written or oral instructions. Ability to communicate effectively in both oral and written forms. The ability to perform strenuous manual tasks and to withstand exposure to variable weather conditions. Be willing to report to duty in case of emergency to maintain equipment, make necessary repairs and/or help in dispersing crews to keep the roads open to protect the safety of the general public. The ability to operate all equipment used in automotive and heavy equipment repair. The ability to analyze mechanical trouble and needs, and pursue an effective course of corrective action. Ability to work effectively with other employees and the general public.

QUALIFICATIONS:

Minimum: Two years’ experience as an automotive and construction equipment mechanic and two years as a supervisor, graduation from high school or possession of the equivalent GED certificate; OR any satisfactory combination of experience and training which demonstrates the ability to perform the above described duties.

Preference:

Special Requirements: Must be able to type at least 40 WPM. Proficient in Microsoft Office programs such as, Word and Excel. At time of appointment, must possess a valid Oregon Commercial Driver’s License with appropriate endorsements.

SUPERVISORY CONTROLS OF THIS POSITION

Work is performed under the direction of the Roadmaster and/or Assistant Roadmaster who assign work orally or in writing. The foreman is responsible for completing work assignments; work may be spot-checked or reviewed upon completion. Detailed instructions may be given for new or unusual assignments.

This classification supervises laborers, equipment operators and mechanics; work is assigned orally and reviewed during each phase of the project with final review upon completion of the project. Foreman has accountability for work performed within this division.
GUIDELINES

Work is performed within established departmental policy and procedure, federal, state and county rules, regulations and ordinances; union contract, maintenance equipment service manuals and reference books; parts manuals; safety rules and regulations. Employee uses independent judgement in interpreting and choosing appropriate guidelines; refers to supervisor in emergency or unusual situations.

PERSONAL CONTACT AND PURPOSE OF CONTACT

Contact are with coworkers, other departmental personnel, laborers, equipment operators, vendors, and other agency personnel to give and exchange information.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in equipment repair shop areas and/or in the field, which involves bending, climbing, crawling, lifting up to 50 pounds, common exposure to fumes and chemicals, pushing, sitting, standing, stooping, and walking. A reasonable amount of driving is required. Work is performed in an environment that involves everyday risks or discomforts and sometime adverse weather conditions requiring safety precautions.