



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II	39*	G	9.312
HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I	37*	G	9.315

SERIES CONCEPT

Highway Equipment Mechanic Supervisors organize, control and direct the operation of a major maintenance station equipment shop or the Equipment Division’s headquarters equipment shop; and supervise equipment shop personnel including mechanics, trades workers, semi-skilled personnel and support staff.

Schedule equipment for repairs by reviewing the report of condition prepared by drivers, consulting with highway maintenance supervisors and by periodically reviewing equipment in the fleet.

Complete and/or review repair orders prepared by mechanics; determine the type and complexity of work to be performed; determine priority of repairs and whether or not repairs will be completed in-house based on needs of maintenance division personnel, time and cost of repairs, and prior history of the equipment; arrange for warranty work or for repairs to be completed by an outside vendor or division headquarters; ensure repairs are completed correctly and in a timely manner.

Train, supervise and evaluate the performance of a variety of equipment shop personnel such as mechanics, skilled trades workers, and fleet service personnel; hire, determine assignments, and provide technical assistance; ensure personnel comply with federal and State laws and regulations as well as agency and division policies and procedures; monitor the training and progress of participants in the Equipment Mechanic-In-Training program.

Prepare the equipment shop budget including operating expenses and recommendations for capital improvements and non-rental equipment; review past expenditures; assess future needs and priorities; develop equipment specifications; participate in specification review committee meetings; submit budget recommendation to management for review and incorporation into the division or district budget.

Ensure hazardous chemicals and waste products are stored, collected and disposed of in accordance with State and federal regulations; ensure employees are informed and receive proper training in the use of the materials and pertinent safety procedures.

Inspect equipment shop facilities and adjoining buildings and yards for proper security and maintenance, safety and fire hazards, and compliance with State and federal regulations, and take corrective action as needed.

Perform related duties as assigned.

CLASS CONCEPTS

Highway Equipment Mechanic Supervisor II: Under general supervision of the Equipment Operations Manager, the incumbent organizes, controls and directs the Equipment Division’s headquarters equipment shop; and coordinates the receipt and delivery of new equipment to districts statewide and the retrieval of equipment scheduled for disposal.

* Reflects a 2-grade, special salary adjustment granted by the 2007 legislature to improve recruitment and retention.

CLASS CONCEPTS (cont'd)

Highway Equipment Mechanic Supervisor II: (cont'd)

The incumbent also ensures that all new equipment received complies with specifications and is prepared for delivery to the districts; ensures condition reports are completed on turned-in equipment and equipment is prepared for the State Purchasing disposal sale; ensures fleet of loan vehicles is available and ensures delivery to designated locations; and investigates accidents involving agency vehicles and equipment as required.

This class is distinguished from Highway Equipment Mechanic Supervisor I by the responsibility for directing a large and diverse staff performing varied activities. The headquarters' equipment shop staff is comprised of highway equipment mechanics, skilled craft workers, and special equipment operators and has specialized facilities for major repairs and modifications including an engine shop, transmission shop, machine shop and automotive painting and body shop. In addition, the Highway Equipment Mechanic Supervisor II must review requests for these specialized services and establish appropriate priorities statewide based on highway project status, the availability of alternate equipment, and the cost of obtaining services from outside vendors.

Highway Equipment Mechanic Supervisor I: Highway Equipment Mechanic Supervisor I's schedule equipment for repairs by reviewing the reports of condition prepared by drivers; consulting with highway maintenance supervisors; periodically reviewing equipment in the fleet. In addition, they either: 1) organize, control and direct a major maintenance station's equipment shop and supervise equipment shop personnel including mechanics, skilled craft workers, semi-skilled personnel and support staff and perform the duties described in the series concept as required; or 2) In the Equipment Division's headquarters shop organize, coordinate and oversee specialized programs and activities for statewide implementation. Examples of these programs and activities include management of the statewide preventative maintenance program; preparation of new vehicles and equipment for distribution to the districts; and managing the statewide specialty equipment. They supervise a large and varied staff of skilled craft employees; and manage the shop in the absence of the Highway Equipment Mechanic Supervisor II, who has statewide responsibility for all departmental maintenance shops. In addition, incumbents supervise skilled trades in specialty shops such as the auto body shop; welding and precision machine shop.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid Nevada Class A or B driver's license at the time of appointment and as a condition of continuing employment.
- * Pursuant to NRS 284.4066, positions in the Highway Equipment Mechanic Supervisor I class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances. In addition, federal law requires random testing for controlled substances during employment.

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II

EDUCATION AND EXPERIENCE: Completion of a recognized apprenticeship program and five years of journey level experience in repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems. Two of the five years of experience must have included supervision of skilled mechanics, planning and scheduling repairs and maintenance, and overseeing shop activities; **OR** two years of experience as a Highway Equipment Mechanic III in Nevada State service; **OR** an equivalent combination of education and experience. (See Special Requirements)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Ability to: coordinate the statewide delivery of new equipment and statewide retrieval of disposal vehicles; plan, organize and direct shop activities in a manner which utilizes personnel and equipment most efficiently

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
and effectively; establish and justify the need for tools, equipment, supplies, personnel and capital improvements; inspect new equipment and determine whether it complies with specifications; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: State and agency administrative rules, policies, and procedures pertaining to equipment repairs and modification; federal and state laws, rules and regulations pertaining to department operations. **Ability to:** supervise a large and diverse staff performing complex repair, modification, and fabrication work including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance; investigate accidents involving agency vehicles and equipment as required; oversee specialty shops and establish work priorities; prepare various reports pertaining to vehicle and equipment repairs and modifications.

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I

EDUCATION AND EXPERIENCE: Completion of a recognized apprenticeship program and four years of journey level experience in repairing and rebuilding a variety of equipment components including engines, cooling systems, transmissions and converters, drive trains, differentials, brake systems and steering systems. Two of the four years of experience must have been in a leadworker or supervisory capacity; **OR** two years of experience as a Highway Equipment Mechanic II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: equipment systems and operating characteristics of light, medium, heavy, and specialized highway maintenance and construction equipment from a variety of manufacturers; methods, materials, tools and equipment used in the construction, assembly, overhaul, repair, and adjustment of automotive and highway construction and maintenance equipment; electrical and mechanical theories of design; safe working procedures and the proper use, storage, and disposal of hazardous materials. **Ability to:** assign and review work; gather, compile, and analyze data to prepare informational reports regarding equipment shop operations and procedures; determine what equipment changes and modifications are required and write specifications for equipment and parts which reflect those requirements; provide information, and explain and interpret policies and procedures; design and fabricate specialized highway equipment components and systems; establish and maintain records and files and prepare reports pertaining to shop operations, equipment, materials and supplies; set priorities which reflect the relative importance of the needs of the maintenance and construction division and the capacity of the equipment shop to meet those needs within established policies and guidelines; modify and/or adapt designs, procedures, or methods to accomplish tasks more efficiently; read and interpret service manuals, operating system manuals, and hydraulic and electrical schematics; diagnose and determine what repairs are necessary to repair a system to proper working condition, estimate the cost of the repairs, and determine the cost effectiveness and feasibility; use various diagnostic and testing equipment and precision measuring devices; lift heavy components and equipment in a safe manner. **Skill in:** performing complex diagnoses, repair, rebuilding, and modifications of highway maintenance equipment; basic arc and acetylene welding and cutting and basic machining; repairing, rebuilding and modifying all components of highway equipment including diesel and gas engines, automatic and manual transmissions, and hydraulic equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: principles and practices of State budgeting and purchasing; State and agency administrative rules, policies and procedures; federal and State laws, rules and regulations pertaining to Equipment Division operations; and principles and practices of supervision. **Ability to:** prepare and monitor an annual budget; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline and evaluating performance.

HIGHWAY EQUIPMENT MECHANIC SUPERVISOR II
HIGHWAY EQUIPMENT MECHANIC SUPERVISOR I

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	1/1/61	1/1/61
REVISED:	11/1/66	11/1/66
REVISED:	7/1/91P	7/1/91P
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REVISED:	6/17/96UC	6/17/96UC
REVISED:	6/25/04PC	6/25/04PC
REVISED:	7/1/07LG	7/1/07LG