

# **MECHANICAL SUPERVISOR**

## **GENERAL**

This is responsible supervisory and administrative work of a technical nature involving overall supervision of the maintenance, repair and reconditioning of all types of vehicles; the direction, deployment and supervision of the activities of all operators of highway equipment and supervision of all warehouse staffs.

## **TYPICAL DUTIES**

Supervises all garages, workshops and stores warehouses within an assigned region.

Directs, deploys and supervises the activities of all operators of highway maintenance equipment.

Supervises the work and operation of all clerical procedures involving cost of operation, time cards, invoices and vouchers for the purchase of supplies, highway equipment, workshop tools and machinery; fuels, lubricating oils; material for construction or modification of special equipment; road oils; and asphalt products.

Checks and certifies all vouchers and invoices covering supplies.

Checks and certifies outside purchases of services or materials as required.

Plans and directs shop procedures, work programs, workshop layout and provision of equipment and tools.

Instructs, directs and supervises the activities of workshop foremen in proper workshop or garage operating procedures.

Prescribes work detail, specifications and procedures to be adopted in special undertakings related to the repair, maintenance and modification of equipment.

Devises and carries out precautions against industrial hazards.

Interviews and recommends for employment suitable applicants for work in all phases of maintenance and operation of equipment.

Maintains inventories of stocks, tools, workshop equipment and other supplies.

Inspects and reports on the condition, completeness or suitability of equipment purchases or about to be purchased for the use of the department and makes recommendations where required.

Gives technical advice as required or makes reports on technical subjects on all matters pertaining to highway maintenance equipment and related facilities.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge of standard highway equipment and other vehicles and modern repair methods.

Working knowledge of mechanical drawing.

Some knowledge of equipment cost accounting methods.

Some knowledge of machine design.

Ability to plan and direct the work of a large staff of subordinates.

### **Education, Training and Experience**

Education equivalent to university entrance with considerable experience in a responsible position supervising heavy automotive equipment repair and maintenance.

### **Physical Standards**

Physically capable of performing the duties assigned.