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Job Specification

SUPERVISING MECHANIC

DEFINITION

Under direction, supervises and works with a group of employees engaged in the repair, maintenance, and servicing of various types of motor vehicles and/or motorized construction equipment; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Troubleshoots malfunctions, and repairs, rebuilds, and maintains construction equipment such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors, and pneumatic tools, and/or cars, vans, trucks, or buses.

Inspects and drives repaired vehicles to determine if repairs have been properly completed.

Trains workers in and demonstrates methods and techniques for repairing and maintaining vehicles using manual and mechanical tools and equipment.

Provides assignments and instructions to subordinates and supervises the performance of their work.

Supervises the work operations and/or functional programs and is responsible for employee evaluations and effectively recommending the hiring, promoting and/or disciplining of employees.

Evaluates the job performance of subordinates.

Maintains inventory of parts and equipment, and prepares requisitions for replacement stock.

Supervises and performs the work involved in operating and inspecting machines or equipment to diagnose defects; dismantling and reassembling equipment using hoists and hand tools; examining parts for damage or excessive wear using micrometers and gages; replacing defective engines and subassemblies such as transmissions; testing overhauled equipment to ensure operating efficiency; welding broken parts and structural members; cleaning of parts; assembling and disassembling equipment; tracing and locating defects and causes of mechanical problems to determine type and extent of repairs; overhauling, rebuilding, repairing, and servicing diesel, gasoline, and other types of combustion engines, automatic and non-automatic transmissions, heavy duty drive line systems, hydraulic utility systems and controls, fuel systems, and braking systems; and selecting and making necessary repairs in accord with appropriate repair specifications, manuals, and procedures.

May operate a motor vehicle.

May do welding of various types or simple blacksmithing.

Obtains, stores, records, safeguards, and uses equipment, materials, and supplies.

Prepares clear, sound, accurate, and informative reports.

Supervises the maintenance of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording information systems used by the agency, office or related unit.

REQUIREMENTS

TRAINING

Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational school.

EXPERIENCE:

Four (4) years of varied experience in the installation, maintenance, and repair of various types of motor vehicles and/or construction equipment such as bulldozers, road graders, tractors, power shovels cranes, or similar equipment.

NOTE: Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

NOTE: An Automotive Service Excellence (ASE) Certification in one of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance.

LICENSE:

Appointees will be required to possess a valid New Jersey driver's license.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

In accordance with Federal regulation 82:40, appointees responsible for the repair or servicing of motor vehicle air conditioners are required to possess and maintain a valid certification as an Air Conditioning and Refrigeration Technician, commensurate with the type of equipment serviced, issued by the Federal Environmental Protection Agency.

In accordance with N.J.A.C. 13:20-46.8, appointees responsible for performing the emissions inspections on diesel-powered vehicles will be required to successfully complete a course of Instruction on Diesel Emission Inspection provided through the Appointing Authority. Appointees may be required to successfully complete re-training.

In accordance with the New Jersey Occupational Safety and Health Administration regulation 29 CFR 1910.178(l) (1), appointees responsible for the operation of industrial trucks (powered forklifts) will be required to obtain and maintain a current certification as a Powered Industrial Truck Operator issued by the New Jersey Occupational Safety and Health Administration. Appointees may be required to successfully complete re-training.

In accordance with N.J.A.C 13:20-45.16, appointees responsible for performing emissions repairs to gasoline-fueled vehicles will be required to successfully complete the Emissions Technical Educational Program, and maintain a current certification as an Emissions Repairer Technician.

In accordance with N.J.A.C. 13:20-43.17, appointees responsible for performing inspections to motor vehicles will be required to successfully complete the training and maintain a current certification as a Motor Vehicle Inspector.

Appointees responsible for repairing or servicing motor vehicles equipped for alternate fuel will be required to successfully complete training and obtain an Alternate Fuel Certification. Appointees who possess an ASE Certification in Alternate Fuel are considered to have met this requirement.

Appointees responsible for repair and servicing of suspension/steering systems are required to possess and maintain an Automobile Service Excellence (ASE) Certification in Suspension and Steering.

Appointees responsible for repair and servicing of brakes are required to possess and maintain a valid Automotive Service Excellence (ASE) Certification in Brake Repairs.

Appointees may also be required to obtain ASE certifications in Engine Repair A-1 and Engine Performance A-8.

KNOWLEDGE AND ABILITIES:

Knowledge of the mechanical makeup, operation, and working relationships of a variety of heavy duty systems, assemblies, and parts such as diesel, multifuel, and gasoline engines including supercharged and turbocharged engines, automatic and nonautomatic transmissions, and gear reductions systems including those with torque converters, planetary gears and more than one gear range, driveline assemblies including differentials, power dividers, and dual speed axles, hydraulic lifting, loading, turning, and positioning systems including their mechanical, hydraulic, and pneumatic controls.

Knowledge of varied types of motors and equipment and their operation.

Knowledge of procedures for diagnosing reasons for motor failure and of steps necessary to correct the condition.

Knowledge of the makeup, operation, and installation procedures for all components and systems of vehicles such as engines, transmissions, front and rear end assemblies, and electrical and hydraulic systems.

Knowledge of supervisory methods and principles.

Ability to determine mechanical defects which cause engines, transmissions, hydraulic systems, and other major systems and their components to fail to operate properly.

Ability to use a wide range of diagnostic and testing equipment, including electrical, electronic, light, and pressure types, to determine cause of mechanical problems such as engine analyzers dynamometers, exhaust analyzers, vacuum and fuel pump testers, injector testers, ignition timers, tachometers, ammeters and ohmmeters.

Ability to use technical manuals, specifications, diagrams, schematics, and similar guides to make repair and modifications to equipment.

Ability to improvise, substitute, and alter parts to fit and mesh in systems for which parts were not designed or when technical manuals, diagrams, schematics, or similar guides do not apply.

Ability to disassemble, rebuild, adjust, reassemble, reinstall, and align various automotive components and assemblies.

Ability to manipulate small objects with the fingers such as bolts, ignition wiring, points, plugs, and measuring instruments.

Ability to obtain, store, record, safeguard, and use equipment, material, and supplies.

Ability to provide work assignments, advice, and guidance to subordinates, and to observe and evaluate their job performance.

Ability to read diagrams, blue prints, and schematics.

Ability to use mechanic hand tools and small power tools such as pliers, screw drivers, pneumatic wrenches, and drills.

Ability to use of a variety of test equipment such as feeler gauges, circuit testing, timing lights, dwell meters, dial gauges, oscilloscopes, exhaust analyzers, and engine and chassis dynamometers.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
06724		L	C		N/A	22		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

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