

## WORKING SUPERVISOR/ MECHANIC

**DISTINGUISHING FEATURES OF THE CLASS:** The work combines the responsibilities of Working Supervisor and Automotive Mechanic and involves the supervision and performance of tasks related to construction, maintenance and repair of highways and roads and the skilled maintenance and repair of a variety of automotive equipment. The work is carried out in accordance with established procedures and involves the supervision of employees engaged in highway construction or maintenance projects, and normally involves highway related equipment operation and/ or manual work; and, depending on the location of the position, the incumbent performs maintenance and repair work on vehicles such as, but not limited to, automobiles, trucks, heavy equipment such as bulldozers, cranes, graders and backhoes. The class differs from that of Working Supervisor in that Working Supervisor does not normally perform skilled automotive maintenance and repair work. The class differs from that of Automotive Mechanic in that Automotive Mechanic does not normally supervise and participate in highway construction and maintenance projects. Work is performed under the general supervision of a higher level employee with leeway allowed to exercise independent judgment in the details of the work and in the coordination of projects. Supervision may be exercised over the work of subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and performs tasks related to the construction, maintenance and repair of highways, roads, bridges, drains, ditches and structures related to the highway system;

Supervises and performs cleaning of ditches, mowing of grass and cutting of brush along right of way;

Supervises and performs ice and snow removal and salting of roads;

Supervises and performs setting of guard rails, posts and placing of road signs;

Assigns tasks to subordinate employees;

Keeps employee time records and prepares payrolls, accident reports and other related reports;

Performs skilled operations such as repairing and overhauling gasoline and diesel motor equipment such as automobiles, trucks, tractors, power shovels, graders, grade-alls, sweepers, bulldozers, school buses and compressors;

Grinds valves and fits new bearings, pistons and rings;

Repairs and replaces motor pumps, fuel pumps, generators, carburetors, and shock absorbers;

Assembles and times engines;

Mounts and dismounts snow plow blades and other auxiliary equipment;

Repairs and overhauls ignition systems, transmissions, brake systems, clutches, differentials, and front and rear axles;

Welds and solders equipment;

Repairs and paints truck equipment and bodies;

Installs door windows and windshields;

Adjusts steering mechanisms and aligns wheels;

Repairs and maintains auxiliary equipment on trucks, graders and rollers;

Makes estimates and prepares requisitions for materials.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern automotive repair methods and of the terminology and tools of the trade; good knowledge of modern road construction, maintenance and repair practices; good knowledge of the tools, equipment and materials used in road construction and maintenance work; good knowledge of the operating principles of both diesel and gasoline engines; good knowledge of safety procedures; ability to make difficult repairs to automotive and other mechanical equipment; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to read and work from rough sketches or blueprints; ability to keep simple records and make work reports; good hand and eye coordination; manual dexterity; mechanical aptitude; willingness to respond to emergencies and to work outside under adverse weather conditions; dependability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Three (3) years of experience in the construction and maintenance of roads and two (2) years of experience as a journey level automotive mechanic in an automotive repair shop, or comparable work.

**Special Requirements:** Possession of a valid New York State Driver's License appropriate to the vehicle(s) being operated.

ULSTER COUNTY  
7910 WKG SUP/ME  
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