

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**MECHANIC SUPERVISOR**

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**DEFINITION**

Supervises staff engaged in the repair of heavy equipment, mechanical and related equipment fabrication, and modification work; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Plans and oversees the assignment, flow, and quality of work done to assure timely accomplishment of workload; makes day-to-day adjustments in accordance with overall priorities.

Estimates repair costs and reports on expected time of job completion; makes informal estimates of production capability of unit for use in planning and estimating budget needs.

Oversees the care, repair, and maintenance of equipment and tools; approves stock orders for necessary parts and supplies.

Inspects work in progress to assure that equipment preparation, repairs, and modifications are done in accordance with operational specifications and safety standards.

Advises field mechanics and maintenance supervisors on the most cost-effective repairs, adjustments and changes in heavy equipment; schedules equipment repairs in accordance with field priorities and current projects.

Maintains contact with field engineers, mechanics, and supervisors to determine needs for new equipment as well as repairs on current equipment.

Directs the preparation of new equipment for field use; oversees mechanics engaged in fabrication, modification, and inspection of newly purchased equipment before it is issued to the field.

Trains mechanics and equipment operators as required for the operation and maintenance of new equipment.

Assists in the diagnosis of equipment malfunctions and participates in major repairs as required.

**COMPETENCIES REQUIRED**

Knowledge of the standard practices, materials, and tools used for heavy equipment fabrication, repair and operation.

Knowledge of the operational and repair characteristics of heavy equipment used in highway maintenance.

Knowledge of occupational hazards and safety precautions related to heavy equipment operation and maintenance.

Knowledge of the use and care of tools and equipment used in the fabrication and/or repair of heavy equipment.

Knowledge of supervisory principles and practices.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to work cooperatively with others as part of a team.

Ability to apply personal ethical standards such as honesty, responsibility, and trustworthiness, required to be a productive employee.

Ability to adapt to and work effectively with a variety of situations, individuals or groups.

Ability to plan, organize, and direct the work of subordinate staff.

Ability to diagnose difficult or unusual vehicle and equipment malfunctions and to determine corrective measures.

Ability to prepare time and material cost estimates.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Experience equal to five years of full-time automotive or diesel mechanic work which includes at least two years on heavy public works equipment;

OR

a combination of education and experience substituting vocational training in automotive or diesel mechanics or heavy equipment maintenance for a maximum of two years of the required general mechanic experience. (No substitution for the two years experience on heavy public works equipment.);

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year as an Automotive Mechanic or Automotive Mechanic Leader and which included work on heavy public works equipment.

#### **NECESSARY SPECIAL REQUIREMENTS**

All positions in this job class require applicants to possess a Commercial Drivers License class A and unrestricted air brakes at the time of hire. Other endorsements may also be required.

#### **NOTE:**

Heavy equipment includes vehicles which are typically not passenger carrying. This excludes vehicles such as vans and pickup trucks. Included are medium and heavy duty trucks, loaders, and other equipment designed for public works construction or related projects.

Effective Date: \_\_\_\_\_ 7/04 JG