

Title: Equipment Maintenance Supervisor	Effective Date: May 11, 2012	Grade: XIV	Job Category: Paraprofessional
Prior Title: Equipment Maintenance Supervisor	Prior Effective Date: May 20, 2011	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the direction of proper maintenance of equipment assigned to the District, ensuring maximum productivity while minimizing maintenance costs.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Direct Shop Supervisors and Mechanics to ensure that work is performed on a priority basis and in an orderly and productive manner.
- Open and maintain channels of communication with parts suppliers to expedite the purchase and delivery of parts and to obtain them at the lowest possible cost.
- Oversee operation and repair of equipment in the field to prevent unnecessary or additional damage to equipment.
- Confer with Area Maintenance Supervisors and Job Superintendent to determine equipment needs to ensure that servicing and repair of the equipment will not conflict with the planned use of the equipment.
- Check equipment daily use records for irregularities in mileage and use and forward these records to the Equipment and Procurement Division at the Central Office headquarters.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. In-depth knowledge of District equipment. Ability to perform the various repairs and ingenuity in solving new maintenance problems. The ability to interpret and apply Departmental policies and procedures. Supervisory capabilities. Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records. Valid Class A commercial driver's license with tanker ("N") endorsement. Pre-employment drug test required and subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

