

### **EQUIPMENT MECHANIC SUPERVISOR**

**DEFINITION:** Under general supervision, performs supervisory work of moderate difficulty in the oversight, maintenance, and repair of major engine components and systems of semi-trucks, motor coaches and numerous heavy equipment engines with wheel or crawler type tractions; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Maintains and updates daily maintenance and repair schedules; receives and prioritizes repair and/or service requests; schedules and coordinates work assignments; researches and acquires price quotes, parts information, parts repair updates, and orders parts from vendors; performs in-shop repairs and preventative maintenance on heavy construction equipment, drilling rigs, semi-trucks, and motor coaches; inspects, evaluates, and tests repaired vehicles to determine completeness of repair; conducts inspections of all coach units prior to operation.

Provides and assists mechanics with technical and diagnostics information on equipment repairs, small engine repairs and inspections of equipment and parts; prepares and submits progress and cost reports; maintains records on all equipment and parts; sets up and maintains record keeping and tracking systems; conducts and/or attends in-service training; coordinates schedules with other departments.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation laws, rules, regulations, policies, and procedures related to the servicing and inspections of heavy equipment and/or transportation equipment.

Knowledge of mechanical, electrical, electronic, hydraulic, compression and water pump repair and maintenance of heavy duty automotive and construction equipment.

Knowledge of occupational safety and health policies and procedures related to vehicle maintenance and repair.

Knowledge of supervisory methods and practices.

Knowledge of computer hardware, software and peripherals.

Knowledge of record keeping and file maintenance practices and procedures.

Skill in prioritizing, scheduling, coordinating, assigning, reviewing and evaluating work.

Skill in performing inspections of transportation and heavy duty construction equipment.

Skill in safely operating and working around moving equipment and machinery.

Skill in utilizing computer databases to maintain and update records, files and inventory.

Skill in utilizing customer service/public relations techniques when responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships.

Skill in the use of welding equipment.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves traveling to remote locations, driving in adverse weather conditions, lifting, carrying and moving automotive parts and supplies weighing up to 50 pounds with exposure to potentially hazardous chemicals and fumes.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma/GED; and six (6) years of full time, senior level heavy equipment maintenance and repair experience, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

THE NAVAJO NATION

Class Code: 4050  
General Services and Maintenance Series  
Fleet Management Group  
Overtime Code: Non-Exempt  
Pay Grade: 63

**EQUIPMENT MECHANIC SUPERVISOR**

**Special Requirements:**

- Possess certification from Automotive Trade School in diesel mechanics and specialized certifications applicable to assignment.
- Possess a valid state driver's license.

**PREFERRED QUALIFICATIONS:**

- Two (2) years of supervisory heavy equipment maintenance and repair experience.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. May be required to obtain a Hazardous Waste Operators Certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.