State of Washington Class Specification

EQUIPMENT TECHNICIAN SUPERVISOR

600M

**Definition**

Supervises Equipment Technicians, or other journey-level technicians involved in performing preventative maintenance and repairs on equipment;

OR,

Facilitates a cyclical training program for offenders in heavy or industrial/commercial~~/industrial~~ equipment repair.  Implements and evaluates workflow priorities. Develops and disseminates instructions and information to unit personnel. Organizes, conducts and facilitates staff meetings.

OR

Performs agency-wide analytical and administrative responsibilities for motorized fleet or industrial/commercial~~/industrial~~ equipment operations and fleet related logistical support functions. Administrative responsibilities include elements such as strategic planning and implementation of Unit Business Plans, formulating budgets, and developing replacement plans.  Develop, implement, and monitor training.

**Typical Work**

Supervises equipment mechanics and allied personnel in the proper inspection, repair and maintenance of all equipment ~~used in highway maintenance~~;

~~r~~Receives and inspects vehicles as they enter the shop, checking with operators and examining maintenance records such as garage service orders, lubrication service records, mileage records, and sign-in and sign-out equipment records;

~~a~~Assigns work to the ~~mechanics~~ technicians and other personnel and prepares and furnishes a shop equipment repair order; inspects completed work; maintains a record showing charges to the activity receiving the repairs for the vehicle, and prepares cost control data in connection therewith; may act in the absence of the equipment superintendent;

~~d~~Diagnoses mechanical failure of equipment and assists in the modification of new equipment; controls the signing in and out of vehicles assigned to the district or regional shop; ensures that the shop area is clean and that good personnel, safety and public relation practices are adhered to;

Assists the agency's Fleet or Equipment Manager in formulating budgets, vehicle and equipment replacement schedules and plans, fleet logistical support plans or business systems needs;

~~d~~Drafts, obtains approval~~,~~ and distributes fleet or equipment related operating or capital funding allocations; monitors program-wide operating or capital expenditures to ensure that the agency stays within budget and expenditure plans; coordinates corrective actions to bring areas of over-expenditure into line with the budget; analyzes and evaluates the effectiveness of fleet related business functions; makes recommendations to enhance cost effectiveness or customer service;

~~c~~Coordinates with various vehicle, equipment, or fleet system user groups to identify operational need gaps; reviews existing equipment specifications to ensure that they meet customer program needs and are technically and operationally current and sound; writes specifications for new types of vehicles or equipment; evaluates fleet related bid documents and authorizes the issuance of purchase orders associated with such evaluations;

~~a~~Analyzes fleet related legislative bills ~~as directed~~ and may prepare associated fiscal notes; acts as liaison with other governmental agencies and suppliers on fleet related matters ~~as directed~~;

~~l~~Leads work groups to evaluate fleet related needs, business processes or accomplish fleet related projects; drafts agency fleet related policies and procedures and implements approved policies and procedures as directed;

~~a~~Analyzes agency fleet data to determine, and report, the efficiency and effectiveness of fleet related business function, vehicle and equipment assignment, availability, utilization, ~~or~~ reliability, or systems needs and functionality;

~~a~~Arranges for vehicle or equipment demonstration and testing to evaluate potential for meeting department needs and requirements; prepares, and conducts, fleet related presentations or training sessions ~~as directed~~;

~~stays~~Keeps abreast of new developments in the automotive, equipment, and systems industries and make cost effective operational, systems, and equipment recommendations based on industry technical advancements;

~~c~~Conducts analysis of equipment rebuild versus replacement; negotiates specifications, warranty and price with vendors; implements the decisions and follows up with contract compliance;

Establishes requirements for management information systems for reporting and tracking operational expenditures for equipment replacement parts~~;~~, labor, fuel~~,~~ and oil~~;~~ and contract equipment repairs; determines equipment fund data processing requirements; evaluates hardware and software; develops work plans and budget expenditures; coordinates with Information Management for technical data processing assistance and support; analyzes reports generated by the system and makes recommendations for improved management practices;

~~d~~Drafts policies and procedures governing maintenance operation and replacement of DNR Revolving Fund equipment;

~~e~~Estimates equipment life cycles, maintenance, and operating costs; recommends rental rates; establishes depreciation and replacement schedules; prioritizes, recommends, and allocates replacement funds;

~~m~~Manages, plans, and directs the work of the agency's central maintenance shops (repair/rebuild facilities); plans, directs, and supervises the development of technical equipment specifications; directs the fabrication of specialized equipment to meet the agency's needs (e.g., farm equipment, marine research); supervises the inventory accountability section which maintains property records on all Department fixed equipment assets;

~~d~~Directs, plans, and supervises the Olympia Equipment Pool which provides direct automotive, heavy, small motored and radio equipment to the Olympia Divisions, and backup and specialized equipment for the Areas;

~~d~~Directs, plans, and supervises the rental of ~~DNR~~ equipment to other governmental agencies; prepares the Equipment Fund Capital Budget and reviews/advises ~~the Division Manager and the Equipment Fund Manager-DNR~~ management as to feasibility and priorities on all Area/Division Capital Budget proposals affecting the Equipment Fund;

~~d~~Directs, plans~~,~~ and supervises the disposal of replaced/excess equipment and supplies involving price negotiation, marketing, managing dollar returns, and monitoring periodic transactions with other State agencies and Property Redistribution section of General Administration; manages the equipment and supplies transportation service, including service to other governmental agencies.

~~May supervise lower level staff.~~

**Legal Requirement(s)**

There may be instances where individual positions must have additional licenses or certification.  It is the employer’s responsibility to ensure the appropriate licenses/certifications are obtained for each position.

**Desirable Qualifications**

High school graduation or possession of a GED certificate and three years of experience as a journey-level mechanic repairing wheeled and tracked equipment, power generators 25kW or less, pumps, agricultural equipment or specialized marine equipment. A valid driver's license is required. Some positions require three years of experience in appliance repair or related mechanical work. Trade or technical school training in appliance or related repair work may be substituted year-for-year for up to two years of the work experience. Possession of a valid motor vehicle operator's license may be required. Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Some positions require a ~~Class A~~ Commercial Driver's License (CDL)~~, with endorsement "N"~~ within the first six months of employment.

Some positions require a Bachelor's degree in business administration, transportation, or related field and five years of managerial or administrative experience operating an automotive~~, heavy,~~ and/or industrial/commercial equipment fleet. Additional qualifying experience will substitute, year for year, for education.

**Class Specification History**

New class, consolidated 71530 Equipment Analyst 3, 71610 Equipment Mechanic Supervisor 1, 71620 Equipment Mechanic Supervisor 2, 71670 Equipment Fund Assistant Manager - DNR; adopted January 1, 2006.   
Revise class. General revision, deletes class concept; adopted May 10, 2007, effective July 1, 2007  
Revises defintion and title (formerly Equipment Technician 5); adopted May 10, 2012, effective May 11, 2012.  
Base range salary adjustment adopted 6/30/2017, effective 7/1/2017; 54G to 55G.

Revised definition, typical work and desirable qualifications; adopted June 30, 2019, effective July 1, 2019.