

# Missouri Department of Transportation

Code: R02020

Title: Equipment Technician Supervisor

Exemption Status: Non-Exempt

Grade: 14

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## Job Description

**Effective Date** 03-01-2018

**Replaces (Effective Date)** 12-01-2016

**General Summary** The equipment technician supervisor supervises the maintenance and repair of light vehicles and heavy construction equipment assigned to field or garage locations. Responsibilities are performed under general supervision.

**Minimum/Required Qualifications** Associate's Degree in automotive technology, auto mechanics or diesel mechanics plus five years of experience in automobile or heavy equipment repair, or 30 credit hours of automobile or heavy equipment-related repair courses from a vocational-technical school plus six years of experience in automotive or heavy equipment repair  
Successful completion of a work simulation examination and a medical-physical examination.

**Supervisory Responsibilities** Full Supervision

**Location** District Offices - General Services

**Special Working Conditions/Job Characteristics** Job requires moderate physical activity.  
Job requires exposure to moderately adverse and undesirable environmental conditions.  
Job may require operation of vehicles to plow snow and spread ice control materials.

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## Examples of Work

- (1) Supervises equipment technicians including assigning work, evaluating performance, making employment-related decisions and training.
- (2) Advises and assists equipment technicians with equipment and vehicle diagnosis and repair.
- (3) Schedules work to be performed in the district garage; coordinates field repairs with field maintenance personnel.
- (4) Assesses district equipment needs and researches equipment best practices.
- (5) Performs or coordinates general equipment, quality assurance and motor vehicle inspections.
- (6) Monitors district equipment usage and condition and recommends replacement when necessary.
- (7) Develops specifications for new equipment.

- (8) Maintains records of equipment repair costs, vehicle usage costs, safety inspections and personnel information.
- (9) Monitors budget expenditures for equipment repair parts, tools and supplies.
- (10) Coordinates in-house warranty program for large equipment vendors and monitors claims reimbursement budget.
- (11) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (12) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**