

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 7101340**

**Maintenance Supervisor 1 (Motor Equipment), Grade 14 7101340**  
**Maintenance Supervisor 2 (Motor Equipment), Grade 17 7101550**  
**Maintenance Supervisor 3 (Motor Equipment), Grade 19 7150320**

Brief Description of Class Series

Positions in this class supervise staff engaged in the maintenance, overhaul, and repair of gasoline, electric, and/or diesel-powered motor equipment, including passenger vehicles, construction and heavy equipment, freight and other commercial cargo vehicles, self-propelled on or off-road equipment, and non-self-propelled motor equipment.

These positions are classified at various State agencies. The Department of Transportation has the most classified positions.

Distinguishing Characteristics

Levels within the title series are distinguished by the variety and technical complexity of services provided, the number of repair facilities, and the number and level of subordinate mechanic and/or motor equipment program support positions. Depending on agency assignment, these positions may be required to provide 24/7 coverage, 365 days per year, at assigned, remote, and deployed locations across the entire State.

*Maintenance Supervisor 1 (Motor Equipment)*: first supervisory level; performs all levels of maintenance and repairs; oversees, directs, and reviews the activities of a crew of mechanics (this may include State, contract and/or incarcerated workers); and ensures group conformance with safety standards.

*Maintenance Supervisor 2 (Motor Equipment)*: second-level supervisor; oversees the work of multiple Maintenance Supervisors 1 (Motor Equipment); coordinates maintenance schedules and shop activities; may serve as a functional supervisor responsible for one or more of the following areas in a large motor equipment repair operation: production coordination, preventive maintenance program, or repair crew ("shop supervisor") coordination, or may also serve as the highest-level motor equipment position within a mid-size motor equipment repair operation.

*Maintenance Supervisor 3 (Motor Equipment)*: manages the overall maintenance and repair of all vehicles and equipment; and develops training programs for subordinate staff; may serve as an assistant facility manager, overseeing and directing repair operations for an entire regional fleet; oversees facility maintenance and repair needs, contracts, and compliance; establishes regional staffing needs and priorities; oversees safety compliance; evaluates, maintains, approves/declines regional equipment needs and/or purchases.

### Illustrative Duties

#### *Maintenance Supervisor 1 (Motor Equipment)*

Supervises mechanics performing repair and overhaul jobs; assists and guides staff through oral and written instructions and demonstrates proper methods and techniques to accomplish specific tasks; observes and documents the work performed and inspects and approves completed job to ensure that schedules are met, and that the quality of the work is satisfactory; trains staff in proper safety procedures; enforces fire and safety rules and regulations; and ensures that status of all equipment is correct and updated daily in the electronic Fleet management system.

Provides technical assistance in matters of parts identification and procurement; may be responsible for maintaining, ordering, and stocking motor equipment parts and supplies for an equipment repair shop or facility.

Meets with supervisor and/or residency staff and others to coordinate maintenance schedules and shop activities to ensure the most effective utilization of staff and equipment and that work is completed according to schedule.

Recommends changes in equipment maintenance shop operating procedures to improve work performance, the utilization of tools and equipment, and working conditions.

May inspect and road test new and rented vehicles and equipment to ensure compliance with contract specifications.

May perform the duties of a Service & Repair Mechanic (Motor Equipment).

#### *Maintenance Supervisor 2 (Motor Equipment)*

May perform all the duties of a Maintenance Supervisor 1 (Motor Equipment).

Reviews repair history for equipment types and individual pieces of equipment for the purpose of identifying equipment failure trends.

Recommends modifications to existing equipment, and changes in specifications for

new equipment to improve or eliminate apparent maintenance and repair problems.

Inspects and reviews reports to identify cases of vehicle and equipment abuse or misuse.

Provides instruction in proper care and operating procedures.

When functioning as a shop supervisor, oversees and directs multiple repair crews within a large motor equipment repair facility.

- Assigns crews to repair jobs based on crew skill levels, maintenance, and repair schedules, and work priorities.
- Reassigns crews where necessary to meet maintenance schedules.
- Implements changes in equipment maintenance shop operating procedures to improve work performance, the utilization of tools and equipment, and working conditions.
- Enters, reviews, and edits records of work performed and accounts for labor and materials used by all shop crews and vendors in the electronic fleet management system.
- Recommends replacements or modifications of shop tools and equipment to improve the effectiveness and efficiency of maintenance and repair operations.
- Ensures that crews are trained in proper safety procedures and enforces fire and safety rules and regulations.

When functioning as a repair production coordinator, oversees and directs the scheduling and coordination of major equipment repairs, assignments, status and disposition for assigned fleet.

- Manages fuel cards, EZpasses, AVL assignments for all equipment.
- Confers with supervisor and others to coordinate maintenance schedules and shop activities to ensure the most effective utilization of staff and equipment and that work is completed according to schedule.
- Schedules and coordinates the use of specialty, unique, or limited quantity equipment for statewide, region-wide, or area wide use.
- Reviews repair history for equipment types and individual pieces of equipment for the purpose of identifying equipment failure trends, usage and replacement.
- Recommends modifications to existing equipment, and changes in specifications

for new equipment to improve or eliminate apparent maintenance and repair problems.

- Ensures that service and claims covered by warranty are properly performed, and that the work performed by the manufacturer's representative is satisfactory.
- Through inspections and the review of reports, identifies cases of vehicle and equipment abuse or misuse by operating personnel, and provides instruction in proper care and operating procedures.
- Ensures that necessary warranty repair forms are prepared and forwarded to or input into the manufacturer's system for reimbursement of repair costs in instances where warranty work can be performed in-house.
- Reviews work orders and records to identify such factors as rates of productivity, types of repair tasks performed, and the time required performing such tasks for the purpose of identifying problems and improving the effective utilization of staff, equipment, supplies, and space.
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- Maintains multiple department data bases-utilizing the electronic fleet maintenance software – for Work Orders, warranties, recalls, parts, reporting and trend analysis. Responsible for managing the data for accuracy and maintaining the reports.

When functioning as the preventive maintenance coordinator, oversees, directs, and coordinates the field repair and preventive maintenance tasks of repair crews at satellite repair facilities within an assigned geographic area.

- Periodically performs field audits and inspections of satellite facility operations to ensure that preventive maintenance schedules, operating procedures, records, and repairs are properly performed/maintained and to ensure that facility equipment and parts inventories are properly maintained.

Manages the vendor network regarding warranties and commercial repairs and fleet management vendor and meets regularly with the vendors to ensure the smooth communications and availability of parts and repairs as well as afterhours support.

- Provides technical direction and guidance to field staff regarding preventative maintenance operations, policies, and procedures.
- Prepares written reports on field repair operations and preventive maintenance programs.
- Monitors and approves staff procurement card reconciliation records in the Statewide Financial System program.

May perform any and all tasks listed above in any of the referenced assignments or when functioning as a facility or operation supervisor.

At State Police, incumbents oversee, direct, and review the activities of a crew of journey and entry level mechanics; manage an assigned fleet of vehicles; and inspect new vehicles upon delivery for damage and roadworthiness.

### *Maintenance Supervisor 3 (Motor Equipment)*

May perform all the duties of a Maintenance Supervisor 2 (Motor Equipment)

Supervises and provides technical direction to a staff performing maintenance, repair, parts, record keeping, and support service activities such as machine shop welding and automotive painting, in a motor equipment maintenance shop.

Establishes vehicle maintenance and repair procedures for all fleet vehicles and equipment.

Provides technical guidance for maintenance and repair, scheduling, and record keeping for all motor driven equipment and motor vehicles in main office or assigned region.

Develops acquisition plans and coordinates vehicle and equipment purchases.

Provides technical assistance to functional area groups regarding vehicle and equipment operability, functionality, and maintainability issues.

Ensures that service and claims covered by warranty are properly performed, and that the work performed by the manufacturer's representative is satisfactory.

Assists in the preparation of the annual operating budget by recommending budget requirements for the maintenance shop including staffing, parts, supplies, and equipment needs.

Through inspections and the review of reports, identifies cases of vehicle and equipment abuse or misuse by operating personnel, and provides instruction in proper care and operating procedures.

### Minimum Qualifications

#### *Maintenance Supervisor 1 (Motor Equipment)*

Promotion: one year of service as a Service and Repair Mechanic (Motor Equipment.  
*Maintenance Supervisor 2 (Motor Equipment)*

Promotion: one year of service as a Maintenance Supervisor 1 (Motor Equipment).

*Maintenance Supervisor 3 (Motor Equipment)*

Promotion: one year of service as a Maintenance Supervisor 2 (Motor Equipment) or Motor Equipment Specialist.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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