

SUPERVISOR OF EQUIPMENT REPAIR AND WAREHOUSE

Code No.: 3-11-061
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the maintenance of water works equipment and the operation of a warehouse, storage yard and auxiliary facilities. Employee must be able to lift and carry various tools and materials of significant weight and must be able to climb ladders and enter confined or restricted areas. The employee reports directly to, and works under the general supervision of, the Director of Operations. The employee exercises direct supervision over an equipment mechanic and stockroom personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Reviews stock level periodically; prepares purchase requisitions for replenishment;

Supervises annual physical inventory;

Supervises and assists in the repair of water works related equipment such as tapping machines, hydraulic cutters, drilling machines, various pipe saws, and pressure recorders, and recommends replacement;

Contacts vendors for quotations and prepares purchase orders for material and equipment purchases;

Ensures security of inventory;

Supervises the maintenance of a perpetual inventory;

Supervises and assists in the maintenance of storage yard and related facilities;

Supervises and trains warehouse personnel;

Supervises and assists in the repair of reclaimed material such as check valves, gate valves, fittings, butterfly valves;

Enforces safety practices in the warehousing, distribution of material and the repair of equipment;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of water works material including specialized valves and their uses; good knowledge of the use and repair of water works related equipment; good knowledge of procedures related to receiving and distributing materials and equipment; good oral and written communication skills; ability to exercise proper judgment in making re-order decisions; ability to establish good working relationships with others; ability to lift tools and materials of significant weight, climb ladders and enter confined or restricted areas; ability to organize and maintain inventory; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency

diploma, plus EITHER:

- (A) Six (6) years paid full-time or its part-time equivalent experience in commercial water system maintenance; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years experience as defined in (A) above; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a valid CDL class B New York State Operator's license at the time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: June 11, 1981
REVISED: July 15, 1993
REVISED: December 7, 1995