

Schem Code	Class Code	Class
QJ30	6822	Highway Equipment Superintendent I
QJ20	6819	Highway Equipment Superintendent II
QJ15	6821	Highway Equipment Superintendent III
QJ10	6816	Supervising Highway Equipment Superintendent

Scope Series Specification - Class Titles and Codes

Definition of Series

The Highway Equipment Superintendent series describes work performed in the management of field repair shops, and the fabrication shops or specialized staff assignments overseeing fleet management, budgeting, operator training, maintenance and repair of equipment used in maintenance, traffic monitoring, highway safety and construction work on the State highway system, and other related work.

Entry Level

Entry into this series is typically at the level of Highway Equipment Superintendent I.

Factors Affecting Position Allocation

The level of the positions in this series is determined by the variety and complexity of assignments; the degree of independent action, skill and decision; the degree of direction exercised and received; the number of employees supervised; as well as the size of shop or scope of activity being overseen.

Typical Tasks

A Highway Equipment Superintendent will either (1) supervise staff at the Headquarters Shop or a field shop engaged in the fabrication or maintenance and repair of highway equipment; the sale or replacement of worn out and obsolete equipment and materials; the care and storage of the parts, supplies, and tools necessary to maintain and repair equipment; direct automobile, truck, and heavy equipment repair, and maintenance; direct special machine-tool, electrical, plumbing, painting, and fabrication work; manage a local preventive maintenance and other mandated inspection programs; hire personnel and evaluate their performance; take or recommend appropriate personnel management actions; assign work; give instructions; maintain discipline; periodically inspect rental equipment and recommend replacement or repair; conduct field investigations of equipment use and give instruction of proper use and care; work closely with operating departments to provide appropriate service and resolve equipment problems; investigate abnormal equipment failures; devise special equipment or modifications to equipment; plan and supervise the installation and maintenance of equipment other than vehicles; compile estimates of proposed repairs to equipment; approve local requests, requisitions, service orders, payrolls, expense accounts, bill schedules, work orders, and shop reports; train operating personnel on equipment operation and maintenance; conduct special studies on equipment repair; develop repair instruction publications; advises personnel on shop safety practices and procedures, including proper use and disposal of hazardous materials, proper use of respiratory protection equipment, facility safety requirements and safe work practices; prepare and manage budgets for tools, equipment, and shop personnel; prepare reports; assure compliance with mandated equipment-related programs; direct local application of hazardous waste controls, collection, disposal and proper recordation; prepare and maintain county-controlled business plans; assure compliance and administration of employee relations programs; effectively contribute to the Department's affirmative action objectives; or (2) acts as an assistant to a Supervising Highway Equipment Superintendent in directing and coordinating the activities of the Headquarters and district shops; develop new and coordinate existing guidelines, policies and procedures; prepare manuals of instructions; conduct training programs in approved methods or processes; make recommendations regarding administrative, technical and personnel matters; conduct annual evaluations of all shops to match accomplishments against objectives; make recommendations on repair or disposal of equipment and purchase of new equipment; assist in the design and adaptation of equipment; test equipment to determine its adaptability for State use; represents the

Division of Maintenance, Office of Equipment, at meetings; develop training programs for the mechanical trades; conduct studies to assess alternatives and improved methods; prepare reports; review pending legislation to determine the impact on the division; review and coordinate adverse actions; assist in injured employee return-to-work efforts.

Definition of Levels

Highway Equipment Superintendent I

Under direction, incumbents either (1) have charge of all shop and office and parts activities of a small field shop; or (2) act as a principal assistant at a large shop; or (3) serve as staff assistants in the Headquarters operation responsible for the statewide coordination of a specific activity.

Highway Equipment Superintendent II

Under direction, incumbents either (1) have charge of all shop and office and parts activities of a medium-sized field shop; or (2) serve as staff assistants in the Headquarters operation responsible for liaison and coordination of the activities of small and medium shops.

Highway Equipment Superintendent III

Under direction, incumbents either (1) have charge of all shop and office and parts activities of a large field shop; or (2) have charge of the Headquarters fabrication shop; or (3) serve as principal assistant for field operations responsible for the liaison and coordination of the activities of the large shops.

Supervising Highway Equipment Superintendent

Under general direction, in Headquarters only, incumbents are responsible for the overall management and administration of major segments of the equipment repair function, such as Field Shop Operations, Equipment Assembly, development and administration of operator and mechanic training, overall fleet management and the Office of Equipment budget.

Minimum Qualifications

Highway Equipment Superintendent I

EITHER I

Two years of experience in the California state service performing the duties of a Highway Mechanic Supervisor II.

OR II

Three years of experience in the California state service performing the duties of a Highway Mechanic Supervisor I.

OR III

Five years of experience in the construction or repair of automotive and heavy construction equipment, two years of which shall have been in supervising the work of six or more journey level mechanics or machinists engaged in constructing or repairing a general line of automotive or construction equipment. (Experience used to meet this requirement must be comparable in level to two years as a Highway Mechanic Supervisor II or three years comparable in level to a Highway Mechanic Supervisor I in the California state service.)

(Graduation from college with major work in mechanical engineering may be substituted for two years of the nonsupervisory experience.)

Highway Equipment Superintendent II

EITHER I

One year of experience in the California state service performing the duties of a Highway Equipment Superintendent I.

OR II

Five years of experience in the construction or repair of automotive and heavy construction equipment, two years of which shall have been in supervising the work of six or more journey level mechanics or machinists engaged in constructing or repairing a general line of automotive or construction equipment, one year of which shall have been in supervising other mechanical supervisors. (Experience in the California state service applied toward this requirement must include at least one year of experience at a level comparable to a Highway Equipment Superintendent I.) (Graduation from college with major work in mechanical engineering may be substituted for two years of the nonsupervisory experience.)

Highway Equipment Superintendent III

EITHER I

One year of experience in the California state service performing the duties of a Highway Equipment Superintendent II.

OR II

Two years of experience in the California state service performing the duties of a Highway Equipment Superintendent I.

OR III

Five years of experience in the construction or repair of automotive and heavy construction equipment, two years of which shall have been in supervising the work of six or more journey level mechanics or machinists engaged in constructing or repairing a general line of automotive or construction equipment, two years of which shall have been in supervising other mechanical supervisors. (Experience in the California state service applied toward this requirement must include at least one year of experience at a level comparable to a Highway Equipment Superintendent II or two years of experience at a level comparable to a Highway Equipment Superintendent I.) (Graduation from college with major work in mechanical engineering may be substituted for two years of the nonsupervisory experience.)

Supervising Highway Equipment Superintendent

EITHER I

One year of experience in the California state service performing the duties of a Highway Equipment Superintendent III.

OR II

Two years of experience in the California state service performing the duties of a Highway Equipment Superintendent II.

OR III

Five years of experience in the construction or repair of automotive and heavy construction equipment, two years of which shall have been in supervising the work of six or more journey level mechanics or machinists engaged in constructing or repairing a general line of automotive or construction equipment, three years of which shall have been in supervising other mechanical supervisors. (Experience in the California state service applied toward this requirement must include at least one year of experience at a level comparable to a Highway Equipment Superintendent III or two years of experience at a level comparable to a Highway Equipment Superintendent II.) (Graduation from college with major work in mechanical engineering may be substituted for two years of the nonsupervisory experience.)

Knowledge and Abilities

All Levels:

Knowledge of: Types, models, costs, capacity, operative characteristics, principles, and practices employed in the construction, operation, maintenance, use, and repair of motorized vehicles and heavy construction and maintenance equipment; approved methods, costs, tools, and equipment used for the repair and fabrication of the equipment used in the maintenance and construction of highways and appurtenant structures; requirements of air quality programs; safety regulations governing shop operation, including facility safety requirements, the Hazardous Materials Communications Program, the Respiratory Protection Policy and other rules in the Departmental Safety Manual and Titles of the California Code of Regulations, General Industry Safety Orders; training and development practices; principles of effective supervision; methods of keeping records of equipment and perpetual inventory; guidelines, techniques and procedures for developing, adopting, implementing and administering rules pertinent to the maintenance and repair field; electronic data collection systems; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives; the Department's health, safety and labor relations programs.

Ability to: Read and write English at a level required for successful job performance, analyze situations accurately and take effective action; locate trouble in equipment; analyze causes of breakdown or excessive wear of equipment; make estimates of the cost of repairing equipment and determine feasibility of repairs; monitor expenditures and operate within a budget; read, interpret and work from plans, drawings and specifications; design special equipment; direct the work of others; gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations; work successfully with others to gain their respect and confidence; effectively contribute to the Department's affirmative action objectives.

Highway Equipment Superintendent I

Ability to: All of the above, and direct the shop, office and parts activities of a small field shop; act as a principal assistant at a large shop; serve as a staff assistant in the Headquarters operation, responsible for the statewide coordination of a specific activity.

Highway Equipment Superintendent II

Ability to: All of the above, and direct the shop, office and parts activities of a medium-sized field shop; serve as a staff assistant in the Headquarters operation, responsible for liaison and coordination of the activities of small- and medium-sized shops.

Highway Equipment Superintendent III

Ability to: All of the above, and direct the shop, office and parts activities of a large field shop; direct the Headquarters fabrication shop; serve as a principal assistant for field operations, responsible for the liaison and coordination of the activities of the large shops.

Supervising Highway Equipment Superintendent

Knowledge of: In addition to the above, and principles and practices of program management, including organization, fleet management, equipment assembly, budgeting, and staff development, as they pertain to the management of the statewide equipment, maintenance and repair program.

Ability to: In addition to the above, plan, organize, and direct the statewide equipment repair, assembly and fleet management activities.

Additional Desirable Qualification

All Levels:

Education equivalent to completion of the twelfth grade.

Class History

Class	Date Established	Date Revised	Title Changed
Highway Equipment Superintendent I	1931	01/07/1992	02/16/1952
Highway Equipment Superintendent II	1931	01/07/1992	--
Highway Equipment Superintendent III	06/20/1979	01/07/1992	--
Supervising Highway Equipment Superintendent	06/17/1949	01/07/1992	01/07/1992

Scope Series History - Dates Established, Revised, and Title Changed

Updated 6/3/2012