



Office of Human Resources  
Mechanic Turf Equipment Supervisor - CJ2614  
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### General Statement of Duties

Performs supervisory duties over Turf Equipment Mechanics engaged in the maintenance and repair of grounds maintenance machinery and equipment.

### Distinguishing Characteristics

This class is distinguished from the Turf Equipment Mechanic, which has no supervisory responsibility; and, is distinguished from the Operational Supervisor II, which has second level supervisory responsibility.

### Level of Supervision Exercised

Supervises two or more Turf Equipment Mechanics and staff who do not supervise.

### Essential Duties

Supervises the activities of skilled mechanics involved in the inspection, diagnosis, repair, and overhaul of turf equipment.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Schedules and prioritizes equipment in need of repair.

Develops recommendations for the establishment and implementation of a preventive maintenance program for grounds maintenance machinery and equipment.

Establishes and maintains a record-keeping system including the nature and cost of repairs and maintenance performed.

Orders materials and replacement parts.

Implements safety standards and develops procedures to ensure compliance.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### Knowledge & Skills

None

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### Experience Requirement

Three (3) years of experience in the repair and maintenance of turf maintenance machinery and equipment which must have included overhauling and rebuilding gasoline and diesel engines, mowers, compressors, and tractors.

### Education & Experience Equivalency

Additional appropriate education may be substituted for two years of the minimum experience requirement.

### Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to cold temperatures, cold enough to cause marked bodily discomfort.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to heat temperatures, hot enough to cause marked bodily discomfort.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Potential exposure to hazards from electro/mechanical/power equipment

Potential exposure to toxic chemicals.

Potential exposure to humid conditions with high moisture content to cause bodily reactions.

Noise: sufficient noise to cause distraction or possible hearing loss.

Subject to burns and cuts.

Subject to hazards of flammable, explosive gases.

Subject to varying and unpredictable situations.

Subject to pressure for multiple calls, inquiries, and interruptions.

Subject to: vibrations and strain on the body to cause bodily harm if endured daily.

Wet: frequent contact with water or other liquid.

### Level of Physical Demand

4-Heavy (50-100 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Color Vision: ability to distinguish and identify different colors.

Crawling: moving about on hands and knees or hands and feet.

Crouching: bending body downward and forward by bending legs.

Depth Perception: ability to judge distance and space relationships.

Feeling: perceiving attributes of objects by means of skin receptors.

Field of Vision: ability to see peripherally.

Field of Vision: ability to adjust vision to bring objects into focus.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hands.

Hearing: perceiving the nature of sounds by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 100 pounds, from one level to another.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Pulling: exerting force on an object so that it is moving to the person.

Pushing: exerting force upon an object so that the object is away.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: Making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Stooping: bending the body by bending spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

### Background Check Requirement

Criminal Check

Employment Verification

### Assessment Requirement

Labor and Trades Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: J-810**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**