THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title: Mechanic Supervisor
Title Code: 90774
FLSA Status: Non-Exempt
Date Issued: February 16, 2000

General Duties and Responsibilities

Under general direction, supervises the maintenance, alteration, repair, erection and dismantling of structures and equipment pertinent to departmental operation; performs related work.

General Work Tasks

− Directs and is responsible for the work of skilled craftsmen, helpers and other assigned staff.
− Prepares work schedules and assignments.
− Prepares and/or supervises the preparation of lists of equipment required for individual jobs, based on information obtained from plans and specifications or field measurements.
− Estimates annual budget requirements.
− Prepares job orders and requisitions materials.
− Inspects job sites and equipment to determine the need for repair, alteration and maintenance.
− Checks jobs in progress and completed work assignments for compliance with work standards, job orders, codes and/or specifications.
− May be in charge of a central shop.
− Keeps records and prepares reports.

Qualification Requirements

1. Seven years of full-time satisfactory experience in a pertinent craftsman title, at least two years of which must have been in a supervisory capacity; or

2. A satisfactory equivalent.

NOTE:

Direct Lines of Promotion
FROM: Supervisor of Ironwork(92376) TO: None