

Jurisdictional Class: Competitive
EEO Category: Skilled Craft
Revised: 10/31/2023

EQUIPMENT TECHNICIAN EXPEDITER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the purchase of automotive and mechanical parts and equipment used in the repair and maintenance of County highway department vehicles and machinery. Responsibilities include maintenance of a permanent inventory, as well, as evaluation and selection of various types and brands of parts. The incumbent works closely with the Heavy Equipment Mechanic Supervisor to ensure availability of parts and to coordinate preventative maintenance schedules. The work is performed under the general direction of the County Highway Maintenance Supervisor. Supervision is not a function of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Drafts specifications for the purchase of automotive parts and equipment;
Assists in preparing bid advertisements and review of bids received;
Oversees the receipt, storage and issuance of a wide variety of mechanical parts, tools and equipment;
Maintains permanent inventory of stock and prepares estimates of future needs;
Expedites deliveries of, and payments for, parts and supplies;
Participates in determinations of whether repairs can be accomplished at County garage or must be sent out;
Records and reviews cost data and suggests changes to affect financial savings;
Coordinates purchases with the County Purchasing Department;
Meets with vendors relative to prices, availability of supplies and quality and performance of products;
Selects sources of supply for items not on contract;
Keeps records relating to equipment purchases and inventories and files reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods, procedures, tools and terminology of the motor equipment repair field; good knowledge of County purchasing practices; good knowledge of the use, care and storage of tools and parts; working knowledge of inventory control systems and problems; ability to make time and cost estimates relative to use of parts and equipment and purchasing procedures; ability to draft specifications for the purchase of parts and equipment; good judgment.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate's Degree in mechanical technology or a closely related field **AND** two (2) years of experience in the automotive repair field, including one (1) year of experience involving the evaluation and purchase of parts and equipment; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in the automotive repair field, including two (2) years of experience involving the evaluation and purchase of automotive parts and equipment.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 11/20/1974

Revised: 02/27/1997, 02/03/2003, 05/09/2013, 11/07/2022, 10/31/2023