

Revised & Extended



RECRUITMENT AND EXAMINATION ANNOUNCEMENT

**** OPEN RECRUITMENT ****

HEAVY EQUIPMENT MAINTENANCE SUPERVISOR I (7127)

SALARY: 35,736 -- \$56,128 CLOSING DATE: March 15, 2010

DESCRIPTION: The **Heavy Equipment Maintenance Supervisor I** is the **supervisory** level of repair and maintenance work on motor vehicles, diesel-powered equipment, and construction/maintenance equipment. Employees are responsible for supervising the repair, preventative maintenance, rebuilding, and painting of cars, trucks, tractors, snow removal equipment, generators, front-end loaders, etc. Work involves scheduling job assignments; planning and programming maintenance service schedules; supervising the tool and spare parts inventory; maintaining records, files, and writing reports; and coordinating repair work with regular maintenance schedules. Employees supervise heavy equipment maintenance technicians, heavy equipment body repair/painters and other assigned staff. Workers receive general supervision from a Heavy Equipment Maintenance Supervisor II or other designated official. Employees in this class are considered essential employees and are subject to call twenty-four hours a day as may be required in order to maintain continuous operation of a facility. Employees may be required to work rotating shifts to include evenings, nights, weekends, and holidays. **The current vacancies are located at the State Highway Administration (SHA) in Worcester County at the Snow Hill District Location and in Montgomery County at the Gaithersburg District Location. The resulting list of eligible candidates may be used to fill future Heavy Equipment Maintenance Supervisor I positions at any MDOT Administration.**

MINIMUM QUALIFICATIONS:

EDUCATION: Graduation from a standard high school or possession of a high school equivalency certificate.

EXPERIENCE: Five (**5**) **years** of experience servicing, maintaining and repairing motor vehicles, diesel-powered equipment, gasoline and diesel engines, and heavy duty construction equipment.

Notes:

1. Applicants may substitute additional documented and relevant experience repairing, servicing and maintaining automobiles, trucks, buses or comparable equipment on a year-for-year basis for up to four years of the required education.
2. Certification as a Technician by the National Institute for Automotive Service Excellence (ASE) can be substituted for two years of the required education. (The two years of experience used to qualify for ASE testing is considered an integral part of this substitution and cannot also be considered separately to meet Education or Experience Minimum Qualifications.)
3. Certification as a Master Technician in one or more subject areas by The National Institute for Automotive Service Excellence (ASE) can be substituted for the required education.

LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Applicants must possess and maintain a Class A or B Commercial Driver's License (CDL), valid in the State of Maryland.
2. Employees in this class may be required to have satisfied the Heavy Equipment Maintenance Technician II level of the employing administration's certification program.
3. Employees may be required to obtain their certification in Air Conditioning Recycling and Recovery during their probationary period.
4. Employees, who are required to function in the capacity of Commercial Vehicle Inspector, may be required to obtain and maintain their Commercial Vehicle Inspector's License.
5. Employees working at the MAA must obtain an MAA Airfield Operators Permit in accordance with the Code of Maryland Regulations 11.03.01.04, Control of Vehicular Traffic on the Air Operations Area prior to permanent appointment.

SPECIAL REQUIREMENTS:

1. Employees must be willing and available for duty at such hours, day or night, as may be required in order to maintain continuous operation of a facility.
2. Employees are subject to being on call twenty-four hours a day and will be required to maintain a reliable communication link (telephone or beeper) for the purpose of emergency call back requirements.
3. Employees that work with or may be exposed to hazardous materials, such as: asbestos, lead-based paint or chromium may be required to undergo periodic medical testing and have the ability to wear a respirator.
4. Eligible applicants may be subject to a background investigation under federal or State laws and regulations. A conviction is not an automatic disqualification to employment. Erroneous, misleading or fraudulent information on an application is sufficient grounds for rejection from the hiring process, removal from the list of eligibles, withdrawal of an offer for employment or immediate discharge.
5. Candidates will be subject to pre-employment drug testing in accordance with the Transportation Code of Maryland Regulations 11.02.11., Testing for Illegal Use of Drugs.
6. Employees in this classification are subject to substance abuse testing in accordance with the Transportation Code of Maryland Regulations 11.02.11., Testing for Illegal Use of Drugs.

TO APPLY: You must complete a MDOT application to be considered for this recruitment. RESUMES CANNOT BE SUBSTITUTED FOR THE MDOT EMPLOYMENT APPLICATION. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for. Qualified applicants may be subject to background and reference checks. **The examination for this recruitment may be an evaluation and rating of the information you provide on your application. Therefore it is important that you provide complete and accurate information.** For an application, please call 410-865-1073. Mail your application to: **Recruitment and Examinations Unit, 7201 Corporate Center Drive, P.O. Box 548, Mail Stop 140, Hanover, MD 21076, or you may apply online at <https://jobs.mdot.state.md.us>.** Your application must be postmarked or received by **3/15/10**. Applications sent without sufficient postage will not be accepted and will be returned. Applications sent through interoffice mail that are not received by the closing date will not be accepted. Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify in advance. MD Relay Service Number (711). Bilingual applicants are encouraged to apply. The Maryland Department of Transportation is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

MDOT does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.