



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2000

EQUIPMENT MECHANIC

D7A1TX TO D7A4XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses four levels in the Labor, Trades, and Crafts Occupational Group and describes work that involves the repair and service of automobiles and equipment. The work includes the repair, overhaul, general maintenance, and rebuilding of engines, accessories, systems, auto bodies, and other mechanical units. Work ranges from minor service to complete system overhauls on heavy construction equipment. Some positions may require licensure or certification.

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EQUIPMENT MECHANIC I

D7A1TX

CONCEPT OF CLASS

This class describes the clearly defined level where positions follow established work procedures. Positions operate within standard guidelines and alternatives which are known and any deviation from such requires prior approval. Some assignments do not move beyond this level.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as

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priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed, as described here. Positions apply established, standard guidelines which cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

EQUIPMENT MECHANIC II

D7A2XX

CONCEPT OF CLASS

This class describes the full-operating mechanic. Although positions carry out defined work procedures and processes, positions operate independently to perform the full range of tasks. Judgement is required on an ongoing basis to select the most appropriate guidelines and adapt them to accomplish the tasks. Positions continually determine practical solutions to problems by applying specific processes, techniques, and methods. Positions serve as a resource to others. Some assignments do not move beyond this level. This class differs from the Equipment Mechanic I on Complexity.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the defined level, as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically

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only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information to determine what it means and how it fits together in order to get practical solutions in to problems. Guidelines in the form of operating procedures, techniques and methods exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

EQUIPMENT MECHANIC III

D7A3XX

CONCEPT OF CLASS

This class describes the third level mechanic. At this level, positions are either supervisors or specialized mechanics. Supervisory positions are responsible for a work unit including accountability for the use of equipment, space, and resources. Supervisors directly control the work of assigned staff and determine the work procedures for the unit. The mechanic repairs, rebuilds, maintains, modifies, and installs special systems on a variety of types of heavy and/or comparable specialized equipment. Repairs at this level cover all vehicle systems, including installing electrical and electronic equipment or repairing hydraulic and pneumatic systems. The work also requires the design and fabrication of parts and tools and may include welding parts and structural members. This class differs from the Equipment Mechanic II in concept and on Decision Making and possibly Line/Staff Authority.

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FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity --The nature of, and need for, analysis and judgment is patterned, as described here. Positions study operating information to determine what it means and how it fits together in order to get practical solutions in the form of completed deliveries. Guidelines in the form of trip and operating instructions exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of exchanging or collecting information with contacts. This involves giving learned information that is readily understandable by the recipient or collecting factual information in order to solve factual problems, errors, or complaints. Positions, for example, exchange information with the customer, discuss back orders and shortages, obtain signatures and verify that deliveries were made.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor or as a unit supervisor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

OR

The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

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EQUIPMENT MECHANIC IV

D7A4XX

CONCEPT OF CLASS

This class describes the heavy or specialized equipment supervisor or the aircraft mechanic. Supervisory positions are responsible for a work unit involved in the mechanical repair of heavy equipment. This includes accountability for the use of equipment, space and resources. Supervisors directly control the work of assigned staff and determine work processes, including identifying and/or designing series of procedures needed to carry out a process. The aircraft mechanic is responsible for the maintenance and repair of aircraft, including final operational testing, troubleshooting of the entire mechanical, electrical, hydraulic, oxygen, pneumatic, fuel, surface control, and rigging systems along with all component parts installed in aircraft. Licensure is required for the aircraft mechanic. This class differs from the Equipment Mechanic III in concept and on Purpose of Contact and either Line Staff Authority or Complexity.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Supervisory positions study information to determine what it means and how it fits together in order to get practical solutions to problems. Guidelines exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation.

OR

The nature of, and need for, analysis and judgment is formulative, as described here. Uniquely specialized positions evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so

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they can be applied to particular circumstances and to deal with emergencies. The individual contributor must have this level of Complexity.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be at the Equipment Mechanic III level or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

Some positions may be individual contributors and must have the formulative level of Complexity. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/00 (LLB). Auto Service Technician (D3B1-2), Heavy Equipment Mechanic (D7A3), and Aircraft Mechanic (D3O) abolished as part of the LTC consolidation study. Draft published 3/31/99, proposed 5/24/99, and final 7/1/99.

Effective 7/1/99 (LLB). LTC consolidation study consolidated Auto Service Technician and Auto Shop Supervisor (D3B1-D3B3), Auto Body Mechanic (D3A1), Heavy Equipment Mechanic and Shop Supervisor (D3C1-D3C2), and Aircraft Mechanic (D3O1) consolidated. Draft published 3/31/99 and proposed 5/24/99.

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Effective 9/1/93 (LLB). Job Evaluation System Revision Project. Published as proposed 6/1/93. Auto Service Technician and Auto Shop Supervisor (D3B1-D3B3), Auto Body Mechanic (D3A1), Heavy Equipment Mechanic and Shop Supervisor (D3C1-D3C2), and Aircraft Mechanic (D3O1)

Revised 5/1/87. Changed class code, nature of work, examples of work, knowledge, skills, and abilities, and entrance requirements for Motor Pool Coordinator.

Revised 12/1/86. Changed class code, nature of work, examples of work, and knowledge, skills and abilities on Automotive Service Worker, Automotive Maintenance Worker, and Automotive Mechanic; changed title on Automotive Service Worker and Automotive Maintenance Worker; revised entrance requirements on Automotive Maintenance Worker and Automotive Mechanic. Created Automotive Shop Supervisor (A4576X). Changed class code, nature of work, and entrance requirements on Auto Body Mechanic. Changed class code, nature of work, examples of work, knowledge, skills, and abilities, and entrance requirements for the series Automotive and Equipment Mechanic series; changed title on Senior and Principal Automotive Shop Supervisors. Reinstated Motor Pool Coordinator.

Revised 7/1/83. Changed grade and relationship for Motor Pool Coordinator.

Revised 10/1/80. Changed overtime status for Motor Pool Coordinator.

Created 7/1/77. Motor Pool Coordinator (A4579X).

Revised 4/1/76. Changed entrance requirements on Automotive and Equipment Mechanic.

Revised 12/1/75. Changed entrance requirements on Automotive and Equipment Mechanic.

Created 1/1/75. Automotive Service Worker (A4572X), Automotive Maintenance Worker (A4573X), Automotive Mechanic (A4574X); Auto Body Mechanic; Automotive and Equipment Mechanic (4575), Senior Automotive Shop Supervisor (4577), and Principal Automotive Shop Supervisor (4578).

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SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
Equipment Mechanic I	Defined	Prescribed	Exchange	Indiv. Contributor
Equipment Mechanic II	Defined	Patterned	Exchange	Indiv. Contributor
Equipment Mechanic III	Operational	Patterned	Exchange	Indiv. Contributor or Unit Supervisor
Equipment Mechanic IV	Operational	Patterned or Formulative*	Detect	Indiv. Contributor* or Unit Supervisor

The formulative level of Complexity is required for an individual contributor at this level.

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services