

AUTOMOTIVE MECHANIC SUPERVISOR

KIND OF WORK

Supervisory automotive repair work.

NATURE AND PURPOSE

Employees in this class are responsible for supervising shop personnel engaged in automotive repair and maintenance activities. This class is distinguished from the Automotive Mechanic Lead Foreman by the additional responsibilities regarding employee evaluation, hiring, firing, discipline and promotion/demotion. Considerable freedom is allowed in directing shop operations, including work scheduling, staff assignment and determining the technical methods to be employed in completing job orders. Work direction is received from a higher ranking administrative employee with review based on the timeliness and quality of work completed.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the work of employees involved in performing routine to major automotive mechanical or body repair work.

Advises employees as to the selection of appropriate repair or maintenance procedures and assists on difficult assignments; inspects work in progress and upon completion.

Informs employees on shop safety rules and proper equipment usage and enforce their compliance.

Maintains an adequate supply of parts and materials.

Inspects and supervises the maintenance of tools, equipment, buildings and grounds.

Keeps records of monthly and annual equipment inspections.

Approves parts requisitions.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the techniques and procedures of automotive maintenance and repairs.

Thorough knowledge of the techniques of arc and gas welding, automotive machine tool operation, precision measurement and proper use of hand tools.

Thorough knowledge of the assembly and operation of gas and diesel powered equipment.

Ability to:

Ability to plan, assign, inspect and supervise the work of automotive repair personnel.

Ability to allocate manpower and materials efficiently.

Ability to keep records and make reports.

Est. 4/10/40
Rev. 8/6/59, 7/2/69, 5/78, 4/8/81

T.C.: 6/11/45; 3/20/85
Former Title(s): Automotive Mechanic
Foreman