

## AUTOMOTIVE MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and coordinating the repair and maintenance of municipal automotive and special highway equipment. Broad leeway is allowed for independent judgment in scheduling and supervising the operations. Direct supervision is exercised over the work of all assigned personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Schedules, assigns and supervises the maintenance and repair of municipal vehicles;

Supervises the operation of machine, welding, blacksmith, and repair shops;

Leads in difficult repairs of equipment;

Analyzes malfunctions in gasoline and diesel motors and prescribes appropriate repairs;

Supervises the ordering, storing and distribution of parts, supplies and equipment;

Recommends the replacement of worn equipment and specifications for new equipment;

Supervises the maintenance of records for repair estimates, completed repairs and parts inventory.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of the practices, tools, terminology and safety precautions of automotive maintenance and repair; good knowledge of modern principles and practices of supervision; working knowledge of record keeping and activities scheduling and coordination; ability to plan, assign and supervise the work of others; ability to read and understand plans and specifications; ability to make oral and written reports; initiative; good judgment; and dependability.

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MINIMUM QUALIFICATIONS: Six (6) years of experience as an automotive mechanic.

NOTE: Completion of automotive repair courses may be substituted for experience on a year-for-year basis up to a maximum of three (3) years.

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Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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