

## AUTOMOTIVE SHOP SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is important supervisory work involving responsibility for the repair and maintenance of all highway department automotive and construction equipment. The work also involves performance of the more difficult tasks of the trade. General supervision is received from the Garage Superintendent with broad leeway permitted in the exercise of independent judgment in planning and scheduling operations. Supervision is exercised over the work of automotive mechanics and other skilled workers.

**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.*

Supervises the repair and maintenance of all automotive and special equipment used in highway construction and maintenance;

Analyses troubles in gasoline and diesel rotors and prescribes the needed repairs;

Leads in the most difficult repairs of gasoline and diesel rotor equipment;

Supervises machine shop, welding and blacksmith operations;

Makes estimates of time and cost and prepares requisitions for parts and other materials;

Organize repair schedules to permit the efficient and economical use of equipment;

Keeps records of repairs performed, parts replaced and makes recommendations for replacement of work equipment.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the common practices, tools, terminology and safety precautions of the trade; ability to plan and supervise the work of others; ability to work from plans and specifications; ability to understand and follow written and oral directions; ability to plan and

**AUTOMOTIVE SHOP SUPERVISOR****Page 2**

supervise the work of others; initiative; and dependability.

MINIMUM QUALIFICATIONS: Six (6) years of experience as an automotive mechanic, one (1) year of which shall have been in a supervisory capacity.

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