

AUTOMOTIVE SHOP SUPERVISOR

I. DEFINITION

Positions in this title supervise positions performing automotive and equipment maintenance and repair work. Employees are responsible for providing work direction, coordination and specialized guidance to Technicians and other shop personnel regarding the repair and maintenance of vehicles. Supervise, review and evaluate the work of Automotive/Equipment Technicians engaged in diagnosis, maintenance, and repair functions, including major engine and drive train overhauls. Coordinate and schedule all work for the facility. Employees in this title are granted considerable latitude in scheduling priorities and determining work assignments to complete job orders. Determine whether or not a particular repair job should be performed by a private vendor or done in the shop based on cost effectiveness. Keep all necessary paperwork. Hire, transfer, layoff, recall, promote, discharge, evaluate, discipline and function as the first-step supervisor in the grievance process for all employees supervised. Some positions may also be responsible for fleet management, accident investigation, wiring equipment and vehicle specifications and long range fleet planning. Positions at this level may be required to have a Commercial Driver's License (CDL) to road test the type of vehicles worked on at the facility. Positions directly supervise permanent employees (typically two or more full-time positions) and devote a significant amount of time performing supervisory activities.

EXAMPLES OF WORK PERFORMED

- 1) Coordinate all work for the vehicle maintenance facility
- 2) Train student workers, correctional inmates, LTE's, and shop personnel in proper repair and maintenance procedures and perform final inspections on completed work.
- 3) Keep daily, monthly and annual records.
- 4) Order parts and supplies and maintain all inventory control records.
- 5) Authorize all work above a certain dollar amount.
- 6) Determine whether the work performed will be done in the shop or contracted out to a private vendor.
- 7) Develop a maintenance schedule for all vehicles and/or equipment.
- 8) Plan, assign and inspect the work of shop personnel.
- 9) Inform employees on shop safety rules and proper equipment usage and enforce their compliance.
- 10) In some cases, perform Automotive/Equipment Technician work at the senior level or above less than a majority of the time.

II. QUALIFICATIONS

Positions in this title may be required to have a commercial driver's license to road test vehicles. Other qualification required for these positions will be determined at the time of recruitment.