

CLASS TITLE: Supervisor, Automotive Services

DEFINITION:

This is first line supervisory automotive repair and maintenance work in the Department of Public Works. An employee in this class coordinates, supervises and performs maintenance and repair on all types of automotive equipment. The work requires the immediate supervision and training of automotive mechanics and helpers, the scheduling of job assignments and the supervision of the tools and parts inventory.

An Automotive Services Supervisor receives guidance from the Assistant Superintendent of the County Roads Dept. through the review of maintenance and repair records and observation of the operational condition of the equipment.

EXAMPLES OF WORK: Examples are illustrative only)

- Plans preventive maintenance for all vehicles.
- Trains and supervises mechanics.
- Maintains clean and safe shop.
- Requests the necessary parts, tools and shop equipment.
- Maintains tools and equipment in good working condition.
- Maintains a level of supply of spare parts in frequent demand.
- Maintains repair cost records.
- Mounts snow plow riggers on equipment.
- Makes and mounts stone spreader hitches on trucks.
- Estimates amount of labor and costs of material for given repair jobs.
- Inspects equipment, tools, parts and supplies on receipt for adherence to specifications. Performs functions of an Automotive Services Mechanic 3.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of automotive mechanics, ability to perform first through fifth echelon maintenance on cars, trucks and road construction equipment with gasoline and diesel engines.
- Ability to read, write and understand technical English.
- To assist the supervisor in the preparation of a budget.
- Estimate man hours and material required for a job.
- Communicate effectively with fellow employees and suppliers.
- Motivate employees to produce at optimal level.
- Work harmoniously with others.
- Recommend replacement of equipment when items approach the level of not being able to be economically repaired.
- Must be able to pass required physical examination for this position.

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MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- High school graduate, preferably in the vocational arts and six years of satisfactory employment as a mechanic, one of which should be at the master mechanic level.

REQUIRED LICENSES AND CERTIFICATES:

- Maryland Class "A" Driver's license.
- Class "B" Maryland Driver's license.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Knowledge of record keeping.

ADOPTED:
GRADE: 11