

CLASS TITLE: AUTO BODY SHOP SUPERVISOR
(ADULT CORRECTIONAL INSTITUTION) Class Code: 02765300
Pay Grade: 20A
EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to be responsible for the operation of an automobile body repair and reconditioning shop; to instruct and supervise inmates in the performance of the various operations involved; and to do related work as required.

SUPERVISION RECEIVED: Receives work assignments from a superior with considerable latitude for the use of independent judgment in the application of the practices and techniques of the trade; work is reviewed usually upon completion for performance and conformance to well established regulations.

SUPERVISION EXERCISED: Assigns, supervises and reviews the work of inmates assigned to the workshop.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to be responsible for planning organizing and conducting the activities of inmates engaged in the operation of an automobile body repair and reconditioning workshop.

To supervise and instruct inmates in the performance of activities such as frame straightening, metal work, body filling, sanding, painting and other related operations.

To instruct inmates in the proper use of hand and power operated tools and equipment, and the work methods and materials used.

To monitor, evaluate and record inmate progress and productivity.

To be responsible for maintaining the inventory of materials, equipment and tools.

To keep records and make reports; to requisition equipment, materials and supplies as needed.

To make cost estimates of labor and materials.

To plan special work for inmates when necessary.

To maintain discipline and order in the workshop.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, equipment and materials used in automobile body repair and reconditioning trades, and skill in the application of such practices and techniques; the ability to lay out, plan and supervise work; the ability to instruct and direct inmates; the ability to prepare and keep routine records, such as work orders, time cards, inventory and to make reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment as an auto body repair and reconditioning tradesman.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 19, 1984

Editorial Review: 3/15/2003