

CLASS TITLE: AUTOMOTIVE SERVICE SUPERVISOR

Class Code: 02323300
Pay Grade 18G
EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and direct the work of a group of subordinate mechanics and helpers in the inspecting, servicing, adjusting and repairing of motor equipment; and to do related work as required.

SUPERVISION RECEIVED: General policies are outlined by a superior; all motor equipment entered for repair is assigned to the garage by a superior; work is reviewed primarily through repair records of equipment and through reports of equipment operators.

SUPERVISION EXERCISED: Assigns specific repair jobs to subordinates; checks subordinates' diagnoses and work proposals before actual repairs are started; reviews all work during process and upon completion.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To inspect, or assign for inspection, all motor equipment assigned to the garage in order to determine what repairs are necessary.

To assign adjustment or repair work to subordinates.

To review the work of employees regularly, checking to see that the proper diagnosis of trouble is made and that proper work methods and materials are used.

To establish working procedures.

To maintain records of materials and parts used and to make requisitions for such items.

To make written reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the construction, operation and maintenance of standard gasoline motor equipment; a thorough knowledge of the tools, equipment and procedures employed in motor equipment repair; a skill in the use of tools, equipment and procedures employed in motor equipment repair; a familiarity with the construction, operation and maintenance of the diesel-powered equipment; the ability to plan, lay out and supervise the work of subordinates; the ability to prepare and keep simple records, such as work orders and time cards, and to make reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; completion of a course in the maintenance and repair of gasoline motor equipment in a trade or vocational school; and

Experience: Such as may have been gained through: employment as a skilled mechanic in the maintenance and repair of gasoline motor and diesel-powered equipment.

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

Class Revised: August 26, 1979

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