

## AUTOMOTIVE MECHANIC SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in automotive mechanic work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises and participates in the overhaul and repair of engines, transmissions, rear-ends, carburetors and other systems; performs tune-ups; conducts compression test to analyze engine malfunctions, participates in field work involving the troubleshooting of automotive equipment.

Directs the storage and maintenance of tools, equipment, supplies and parts and insures that materials and equipment are properly maintained and that replacement parts are available.

Estimates the time and material cost of work projects.

Applies and enforces safe work practices on the job.

Maintains records and prepares reports.

Implements agency policies for personnel, training and safety of subordinates.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the standard methods, practices, techniques, tools and equipment used in the maintenance and repair of automotive equipment.

Knowledge of the operational hazard and safety practices of the trade.

Ability to supervise the work of others.

Ability to evaluate operational effectiveness and recommend changes to enhance improvements.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to estimate the time and material cost of work projects.

Ability to apply and enforce safe work practices on the job.

Ability to work effectively with the public and employees.

Page 2  
AUTOMOTIVE MECHANIC SUPERVISOR

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare reports.

Skill in automotive mechanic work.

MINIMUM EXPERIENCE AND TRAINING:

- a) Six years of experience in the maintenance and repair of automotive equipment, including two years at the skilled level; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

Established: July 1980



---

DAVID R. FLORES, Executive Director  
Civil Service Commission

PAY GRADE: L