

AUTOMOTIVE MECHANIC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly skilled position responsible for performing master level automotive mechanic work. In addition, the incumbent supervises subordinate skilled mechanics in the repair and maintenance of a fleet of automotive vehicles and other equipment. This position differs from the Equipment Mechanic Supervisor II position in that work is performed primarily on automobiles, rather than highway construction and maintenance equipment. The work is performed under the general supervision of a higher level administrator. Supervision is exercised over subordinate mechanics.

TYPICAL WORK ACTIVITIES:

1. Plans, schedules, supervises and reviews the work of mechanics in the repair, maintenance and modification of automotive equipment;
2. Leads in the diagnosing of automotive problems, including the use of computerized diagnostic equipment, and prescribes needed repairs;
3. Leads and participates in preventive maintenance work on automotive equipment, including checking fluids, changing oil, inspecting brakes, greasing components and performing tune-ups of engines;
4. Leads and participates in the repair of automotive equipment, including the repair or replacement of electrical, cooling, braking, steering, drive train and fuel system components;
5. Inspects finished repair work and road tests vehicles;
6. Inspects vehicles for road worthiness and compliance with New York State Motor Vehicle Law;
7. Completes work orders and requisitions needed parts and supplies;
8. Assists in divisional safety programs and ensures employee awareness and compliance;
9. Maintains records relating to employee usage and vehicle maintenance and repair;
10. May lead and participate in minor body repair work and in automotive painting;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and tools of the automotive mechanic trade; thorough knowledge of accepted safety practices and OSHA standards for the trade; good knowledge of New York State Motor Vehicle Law as it pertains to the inspection of automobiles; working knowledge of the principles, practices and tools of the welding trade; ability to plan, supervise and inspect the work of others; ability to communicate, both orally and in writing; ability to follow oral and written instructions; ability to work from plans and specifications; ability to diagnose automotive equipment problems and to effect safe and efficient repairs; ability to keep records on parts usage, vehicle repair and employee usage; manual dexterity; good hand and eye coordination; dependability; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

AUTOMOTIVE MECHANIC SUPERVISOR (Cont'd)

MINIMUM QUALIFICATIONS:

Five (5) years of full-time, skilled automotive mechanic work experience.

NOTE: Acceptable work experience must be of a full performance nature and not limited in range as to type of repair performed.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State Motor Vehicle Inspector's License at the time of application. Possession of the license at time of appointment.
2. Eligibility for a New York State Motor Vehicle Operator's License at the time of application. Possession of the license at time of appointment.

TR3305

ADOPTED: 01/01/78

REVISED: 03/06/80

09/16/88

07/01/91