

MAINTENANCE SUPERVISOR (AUTOMOTIVE)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work which involves the scheduling, direction and training of personnel in the care and upkeep of gasoline and diesel automotive and motor equipment and other internal combustion powered tools and equipment. Some personal participation in maintenance activities. The supervisory work also includes effectively recommending hiring, promotion and disciplining of subordinates. All work is accomplished in accordance with prescribed policies under the general supervision of either a higher level maintenance supervisor or a program administrator with considerable leeway for the exercise of independent judgment in completing assigned work projects. Direct supervision is exercised over a number of employees, which may include mechanics, assistant mechanics, welders, body repairers and helpers. Does related work as required

TYPICAL WORK ACTIVITIES:

Plans and maintains a program of preventive maintenance;
Determines work priorities and assigns projects to personnel and insures adherence to prescribed work schedules;
Provides direction and guidance in maintenance work on gasoline and diesel automotive and motor equipment, and other internal combustion powered tools and equipment;
Trains new employees in the use of tools and equipment and in the use of maintenance techniques;
Develops training programs to insure proper implementation of new practices and procedures;
Maintains stores of materials, supplies and tools and the necessary inventory controls to assure appropriate inventory levels for an efficient maintenance program;
Initiates orders for materials, supplies and tools;
Evaluates ongoing activities, considers practical improvements, and makes pertinent recommendations to superior;
Maintains time and production records and prepares written reports;
Prepares cost estimates, including budget requests, for maintenance projects and programs;
May perform complete diesel engine repair and maintenance including fuel systems and all engine related components;
May maintain and manage a computerized fuel management system;
May be required to drive a school bus on an emergency basis;
May be required to test-drive automotive equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods, procedures and safety practices related to automotive and related maintenance work; working knowledge of the tools, materials and equipment used in automotive and related maintenance work; where required, ability to make mechanical, electrical and hydraulic repairs on diesel powered automotive and motor equipment;* ability to maintain a storage and inventory system; ability to read assembly diagrams and specifications; ability to schedule, direct, train and motivate subordinates; ability to understand and carry out moderately difficult oral and written instructions; ability to get along well with others; ability to use computer software applicable to automotive maintenance; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS: Seven (7) years of experience in the maintenance of gasoline and diesel automotive and motor equipment. (Time spent as a laborer or trade helper will not be considered qualifying experience.)

(over)

NOTE: Graduation from an accredited technical institute or college with an Associate's degree in any applied science appropriate to automotive mechanics may be substituted for three (3) years of experience, or other such schooling including vocational schooling may be substituted for experience on a year-for-year basis. Each year of supervisory experience in the maintenance of automotive equipment will be considered to equal two (2) years of the required experience.

PROMOTION: Two (2) years of experience as an Automotive Mechanic I and/or Automotive Mechanic II or any equivalent title.

SPECIAL REQUIREMENT: When assigned to drive equipment on public ways, a driver's license appropriate for such equipment is required in accordance with the Motor Vehicle Law or when assigned to drive a bus must meet special regulations of the Commissioner of Motor Vehicles and/or Commissioner of Education as required by the appointing authority.

*To be demonstrated during the probationary period.