

SHOP SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is work of a difficult nature involving the direction of subordinates in the automotive mechanic trade occupation and in the maintenance of tools, equipment and supplies in an automotive equipment repair shop. This position differs from that of a Shop Supervisor (Health and Hospitals) in that this position is concerned with equipment used in the construction and maintenance of county roads, highways or town roads (depending on work location). General supervision is received from an employee of higher rank. Job direction is exercised over a small number of mechanics and assistants. During periods of emergency work, employees in this class may be required to work at other than normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the repair and maintenance of automotive equipment;
Plans and supervises a program of preventative maintenance;
Initiates orders for parts and supplies;
Directs the storage of parts and supplies;
Maintains inventories and records;
Participates in the work of mechanics and storekeeper as required;
May supervise the maintenance of buildings and grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools and terminology in the repair and maintenance of a variety of automotive equipment including road construction equipment; ability to lay out and direct the work of mechanics; ability to plan and provide an inventory and storage system; ability to understand and carry out oral and written directions; ability to prepare activity records and reports; mechanical aptitude.

MINIMUM QUALIFICATIONS: Six (6) years of experience in automotive mechanics (time spent as a Laborer or Trade Helper will not be considered qualifying).

NOTES:

1. One (1) year of high school vocational training or two (2) years of technical school training in automotive mechanics may be substituted for equal years of the required experience.
2. In an emergency, may be given limited driving assignments provided employee is properly licensed and otherwise qualified. However, such licensure or additional qualifications are not an essential part of this job specification.