

AUTOMOTIVE MECHANIC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: These duties involve primary responsibility for supervising and performing skilled automotive repair and maintenance tasks requiring a thorough knowledge of the trade. The work is performed under general supervision of the County Highway Superintendent allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Supervision is exercised over subordinate automotive mechanics and helpers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs and generally supervises garage personnel performing equipment maintenance and repair tasks;
Plans and oversees a preventive maintenance program on a variety of automotive equipment;
Supervises and performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, and other road maintenance equipment;
Schedules and coordinates repair operations;
Conducts road tests on equipment to determine malfunctions and appropriate corrective action;
May maintain time records for payroll purposes;
Orders replacement and repair parts and equipment;
May assist in preparing budget estimates and recommendations;
May operate any of a variety of automotive equipment;
May act as equipment dispatcher as assigned;
Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of standard automotive repair methods including diesel engines and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; familiarity with welding techniques; good knowledge of safety procedures and traffic laws and regulations; ability to plan and supervise the work of others; good motor and hand and eye coordination; manual dexterity; good physical condition.

MINIMUM QUALIFICATIONS: Four years of experience as a skilled automotive repairman; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate level New York State operator's license at the time of application. Possession of the license at time of appointment.