

SHOP SUPERVISOR

DEFINITION

Under general supervision, plans and supervises the work of a crew of mechanics and helpers to set up, maintain and repair a large variety of light and heavy duty automotive, construction and maintenance equipment; supervises stockroom and facility maintenance personnel; and performs related work as required.

EXAMPLES OF DUTIES

Assigns, supervises and inspects the work of mechanics and other shop personnel in the preventive maintenance, set up and repair or rebuilding of a large variety of automotive, construction and maintenance equipment; inspects equipment and diagnoses mechanical failures; prepares work orders and makes estimates of time and parts needed; inspects work in progress and upon completion; requisitions parts and materials; instructs and trains mechanics and helpers in the work procedures and techniques required; oversees stockroom operation and building maintenance; works with Fleet/Maintenance Coordinator, writing equipment specifications, directs the set up of new equipment and the disposal of obsolete equipment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school and minimum of five years experience in the maintenance and repair of a wide variety of automotive equipment, including cars, light and heavy duty trucks, construction and maintenance equipment. Plus, one year supervisory or lead work experience.

Knowledge, Skills and Abilities: Knowledge of the methods and equipment used in the maintenance and repair of automotive and other equipment; knowledge of the use of automotive testing equipment, such as engine diagnosing, generator and alternator testing, auto electrical testing, wheel alignment and balancing equipment; knowledge of the methods and procedures of automotive body repair and painting; knowledge of supervisory methods and practices; knowledge of basic computer usage; oral and written communication skills; ability to operate automobiles, trucks and highway repair equipment; ability to prepare estimates of time and materials; ability to read parts books and set up drawings on equipment; ability to complete various written forms accurately and completely; and ability to make work orders and equipment specifications.

Special Requirement: Must possess a valid class "B" commercial driver's license and must obtain a class "A" commercial driver's license for a vehicle with air brakes, hazardous materials and tanker endorsement within six months of initial employment.