

**CLASS SPECIFICATION**

4/10/08

AUTOMOTIVE SUPERVISOR, 3714

Summary of Duties: An Automotive Supervisor assigns, reviews and evaluates the work of a group of journey-level and other employees performing skilled mechanical, electrical, and related work in the maintenance and repair of transportation equipment; maintains regulatory compliance; applies sound supervisory principles and techniques in building and maintaining an effective work force; and equal employment opportunity responsibilities.

Distinguishing Features: An Automotive Supervisor supervises Senior Equipment Mechanics, Equipment Mechanics, and other employees engaged in the maintenance and repair of transportation equipment in a medium-sized repair shop or a section of a large repair shop, or directs the work of a group of Equipment Mechanics and Heavy Duty Equipment Mechanics engaged in a program of preventative maintenance field inspections of transportation and construction equipment. In contrast to a Senior Equipment Mechanic, who is a working Supervisor, an Automotive Supervisor spends most of the time supervising, diagnosing trouble, laying out work, and maintaining shop records. An employee of this class rarely works with the tools of the trade. The work of an Automotive Supervisor differs from that of an Equipment Repair Supervisor in that the latter is concerned primarily with construction equipment.

Examples of Duties:

- Plans, lays out, supervises, and inspects the work of Senior Equipment Mechanics, Heavy Duty Equipment Mechanics, Equipment Mechanics, Construction Equipment Service Workers, Garage Attendants and helpers engaged in a wide variety of repair work on automobiles, trucks, trailers, and motorcycles;
- May direct Auto Electricians, Auto Painters, Auto Body Shop crews, Upholsterers, Battery Repairers, and Tire Repairers engaged in specialized transportation equipment repair and maintenance activities;
- May direct employees engaged in the lubrication and servicing of transportation and construction equipment, Garage Attendants and other employees providing services for the shop;
- Schedules repair work in such a manner that automotive equipment is available when needed;
- Instructs, advises, and assists subordinates on repair work;
- Diagnoses engine and other automotive trouble from driver's reports, vehicle repair records, the results of motor analyses, electric system tests, and similar devices and tests, and determines the type and extent of repairs necessary;
- Determines the need for, and orders repair parts;
- Prepares shop sketches for modifications to equipment;
- Estimates costs of shop work;

- Arranges for machine shop and welding work to be done;
- May submit jobs to outside repair shops for estimates and makes recommendations on the bids received;
- Dispatches mechanics to make emergency repairs in the field or to tow equipment to the shop for repairs;
- Directs a group of Equipment Mechanics, Heavy Duty Equipment Mechanics, and other employees engaged in the testing and field inspection of transportation and construction equipment;
- Arranges for the temporary replacement of equipment to be brought into the shop for repairs;
- Plans and recommends preventative maintenance programs and designs the necessary equipment records;
- Inspects shop equipment, machines, and tools as to their condition, use, and operation;
- Prepares estimates of shop personnel and equipment needs;
- Sees that the shop is kept in a safe and clean condition and enforces safety precautions;
- Maintains shop regulatory and compliance records (Federal and State mandated requirements i.e. smog program, alternative fuel sites, storm water);
- Prepares shop activity reports;
- Fulfills supervisory equal employment opportunity responsibilities set forth in the City's Equal Employment Opportunity Program including communicating equal employment information to employees; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- Methods, materials, machinery, tools, and equipment used in the inspection, testing, diagnosis, repair, tune-up, maintenance, and overhaul of transportation equipment such as automobiles, trucks, trailers, and motorcycles;
- Occupational hazards in an equipment repair shop and appropriate safety precautions and devices;
- Operating requirements of a wide variety of transportation equipment;
- Preventative maintenance practices and methods;
- Memoranda of understanding applicable to subordinate personnel;
- Methods of keeping shop and equipment records;
- Purchasing procedures and practices;
- Supervisory practices;
- Welding and brazing practices and processes;
- Auto painting, auto body repair, battery building and repair, and upholstery;
- Civil service commission rules; and
- Laws and regulations related to equal employment opportunity responsibilities.

The ability to:

- Diagnose trouble and mechanical failures in automotive equipment to determine the necessary repairs;

- Make routine reports and keep routine records;
- Deal tactfully and effectively with other employees;
- Estimate automotive repair time and material costs;
- Schedule and supervise the work of employees engaged in automotive repair work;
- Utilize labor and materials economically;
- Design and prepare working sketches of equipment modifications;
- Devise improved servicing and repair procedures and methods;
- Maintain established operating and performance standards; and
- Create, transmit, and share electronic documents.

Requirements:

Four years of full-time paid experience as a journey-level equipment mechanic. Experience in the classes of Equipment Mechanic, Heavy Duty Equipment Mechanic, Auto Electrician, Senior Equipment Mechanic or Senior Heavy Duty Equipment Mechanic meets the journey-level experience requirement.

License: A valid California driver's license may be required prior to appointment. For some positions, a Class 1/A or 2/B driver's license may be required.

Physical Requirements: Strength to perform average lifting up to 35 pounds and occasionally over 70 pounds; good arm, hand and finger dexterity; good hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.