

SENIOR AUTOMOTIVE SUPERVISOR, 3716
GENERAL AUTOMOTIVE SUPERVISOR, 3718

Summary of Duties : Directs and coordinates, through subordinate supervisors, the activities of a number of specialized shops engaged in the maintenance and repair of transportation and construction equipment; develops and writes specifications, analyzes bids, and recommends purchase of new equipment and modifications; may assist in this work; and does related work.

Distinguishing Features : A Senior Automotive Supervisor assists a General Automotive Supervisor in the general administration of the repair unit and supervises the Automotive or Equipment Repair Supervisors in charge of some or all of the shops in the unit.

A General Automotive Supervisor is responsible for directing the activities of a large automotive maintenance and repair unit. An employee of this class may also direct the activities of equipment lubrication and service units of a stores section supplying the repair shops, and of machine and welding shops primarily concerned with the fabrication and repair of parts for automotive and construction equipment. The work of a General Automotive Supervisor differs from that of a General Shops Supervisor in that the machine and other shops supervised by the latter are primarily concerned with work not connected with automotive and construction equipment repairs.

A General Automotive Supervisor is responsible for both the economical repair of equipment after failure has occurred and the administration of a preventive maintenance program. An employee of this class is responsible for coordinating the work of several shops under the employees supervision with each other and with the operating sections or bureaus of the department.

Examples of Duties : Senior Automotive Supervisor : Assists a General Automotive Supervisor and may act for the supervisor during absences; and exercises direct supervision over Automotive or Equipment Repair Supervisors in the unit.

General Automotive Supervisor : Plans, coordinates, and directs, through subordinate supervisors, the work of employees engaged in the maintenance and repair of automobiles, trucks, trailers, motorcycles, fire apparatus, ambulances, gasoline and diesel tractors, asphalt heaters, pavers, earth-boring machines, street flushers, street sweepers, concrete mixers, compressors, cranes, pumps, power and hand tools, and other transportation and construction equipment in general repair shops and in such specialized shops as electrical, brake, blacksmith, welding, carpenter, paint, tire, battery, and upholstery shops; may direct the work of a machine shop doing general

work in addition to fabricating automotive equipment parts; may direct the activities of a transportation or construction equipment lubrication and service unit; and supervises clerical employees in the maintenance of shop and equipment records.

Designs, prepares plans and specifications for, and supervises the fabrication of new equipment and modifications of equipment and parts; prepares specifications for equipment to be purchased and checks new equipment for conformance to specifications; prepares or supervises the preparation of time and material cost estimates for equipment repair and modifications; directs the maintenance of shop cost, time, material, and personnel records and the preparation of reports on shop activities; submits the annual budget request for the unit; enforces the use of safety devices and the observance of safety precautions; inspects shops and repaired equipment and advises on repair methods and procedures; conducts and directs experiments and test on new and modified equipment; consults with representatives of manufacturers and other agencies and suggests changes and improvements in equipment; observes the operation of equipment in the field in order to check and improve repair methods; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

Knowledges :

Senior	General
Automotive	Automotive
<u>Supervisor</u>	<u>Supervisor</u>

Methods, material, machinery, tools, and equipment used in the assembly, adjustment, and repair of a wide variety of transportation, construction, and related equipment;

Good	Good
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Operating requirements of standard and special transportation, construction, and road maintenance equipment;

Good	Good
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Preventive maintenance practices and methods;

Good	Good
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Occupational hazards in an equipment repair shop, and appropriate safety precautions and devices;

Good	Good
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Knowledge of the laws and regulations related to equal employment opportunity and affirmative action;

Good	Good
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Senior	General
Automotive	Automotive

<u>Knowledges (Cont) :</u>	<u>Supervisor</u>	<u>Supervisor</u>
Knowledge of memorandums of understanding as they apply to subordinate personnel;	Working	Good
Methods of keeping shop and equipment records and of computing maintenance and repair costs;	Working	Good
Sources of information on operating, maintenance, and repair problems;	Good	Good
Auto painting, battery building and repair, blacksmithing, machine shop, sheet metal, tire repair, upholstery, welding, and related shop and field work;	General	Good
Purchasing procedures and storekeeping methods;	General	Working
Budget preparation and personnel management;	Working	Working
Civil Service Commission Rules.	General	General

Abilities :

Diagnose trouble and mechanical failures in transportation and construction equipment;	X	X
Develop, install and supervise the maintenance of repair and cost records;	X	X
Determine the necessary repairs to transportation and construction equipment;	X	X
Plan, layout, direct a large group of employees;	X	X
Read and interpret blueprints and specifications;	X	X
Design and prepare working sketches of modifications to equipment;	X	X
Make time and material cost estimates;	X	X

<u>Abilities (Cont) :</u>	<u>Senior Automotive Supervisor</u>	<u>General Automotive Supervisor</u>
Devise improved repair methods;	X	X
Deal tactfully and effectively with others;	X	X
Prepare and analyze budget, activity, and related reports;		X
May write specifications for transportation, construction, machine shop, and repair shop equipment.		X

Two year of experience as an Automotive Supervisor or in a class which is at least at that level and which provides line supervisory experience in the maintenance and repair of transportation or construction equipment is required for Senior Automotive Supervisor. t e r

Four years of experience as an Automotive Supervisor or in a class which is at least at that level and which provides line supervisory experience in the maintenance and repair of transportation or construction equipment is required for General Automotive Supervisor. t e r

License: A valid California driver's license is required prior to appointment.

Physical Requirements: Good speaking and hearing ability.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations. e h s s

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 and responsibilities of any position shall be. e t d