

ORANGE COUNTY CLASS SPECIFICATION

TITLE: AUTOMOTIVE SHOP SUPERVISOR **GRADE:** 14

TITLE ABBREVIATION: AUTO SHOP SUPV **TITLE NO.:** 6098

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SC **FLSA CODE:** NE

DEPARTMENT: PUBLIC WORKS **DIVISION:** HIGHWAY

SUPERVISOR'S TITLE: GARAGE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is highly skilled work involving responsibility for performing difficult administrative tasks of the trade and requiring a comprehensive knowledge of the trade. Works under the general supervision of the Garage Manager, permitting wide leeway for planning and supervising jobs. Immediate supervision is exercised over a substantial number of skilled mechanics and other skilled and unskilled employees working in the garage. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and manages the garage operations;
2. Supervises and inspects the repair of diesel and gasoline powered motor equipment such as trucks, power graders, tractors, rollers and other road repair equipment;
3. Supervises the operation of machine shop equipment, such as lathes, welding apparatus, hydraulic lifts, and other related equipment used in the department;
4. Supervises, and assists in, the maintenance of records involving the automotive repair shop, parts room and related employees;
5. Checks specifications or deliveries of automobiles, trucks, tractors, sweepers and other departmental equipment;
6. Directs the repair of automotive equipment breakdowns on the road;
7. Assigns specific tasks to Automotive Mechanics and other workers in the repair of equipment;
8. Specifies and procures repair parts and supplies;
9. Assists in writing specifications for equipment repair and replacement;
10. Estimates job costs and maintains control over work to meet scheduled requirements with estimates;

11. Coordinates with supervisors of construction work, receiving calls via two-way radio for repair assistance and equipment; dispatches requested aid;
12. Maintains control over inspection of motor vehicles to meet state's requirements;
13. May participate in the repair of equipment as necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of common practices, methods, tools terminology and accident precautions of the trade; ability to lay out and supervise the work of others; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to get along well with others; initiative; conscientiousness; dependability; good motor and hand/eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Associate's degree, or completion of sixty (60) credit hours, majoring in Diesel Technology, Automotive Mechanics, or other related area and three (3) years of experience as an automotive and/or diesel mechanic, one (1) year of which must have been in a supervisory capacity; OR
- B. Graduation from high school or possession of a high school equivalency diploma and possession of a certificate of completion from a vocational/technical school program in diesel technology, automotive mechanics, or related area and four (4) years experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR
- C. Graduation from high school or possession of an equivalency diploma and five (5) years of experience as described in (A) above, one year of which must have been in a supervisory capacity; OR
- D. An equivalent combination of training and experience as described in (A), (B), and (C) above.

SPECIAL REQUIREMENT: Must possess at time of appointment and maintain a valid Class B Commercial Drivers License (CDL-B).

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.