

AUTOMOTIVE MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising the repair of a variety of automotive and mechanical equipment in the County Highway garage. Duties are performed under general supervision allowing for the use of independent judgement in carrying out the details of the work. General supervision is exercised over subordinate maintenance personnel. An Automotive Maintenance Supervisor also does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises the work of mechanics, welders, and other personnel in maintaining automotive equipment and highway garage;
- Schedules and coordinates repair operations;
- Maintains records of repairs and replacements made on all automotive equipment;
- Supervises the purchase of parts and supplies needed for repairs;
- Supervises the storage and distribution of parts, supplies, and equipment;
- Assists in the drawing up of specifications for the purchase of new automotive equipment for the County Highway Department;
- Helps locate suppliers of unusual or scarce service parts;
- Performs automotive repair tasks of advanced difficulty and provides instruction and consultation to subordinates;
- Supervises maintenance of County Highway garage building.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of automotive equipment and methods associated with its maintenance; thorough knowledge of terminology, tools, and safety precautions associated with automotive maintenance; good knowledge of storeroom procedures and methods used in ordering, receiving, storing a variety of supplies; ability to understand and assist in the preparation of specifications for automotive and related equipment; ability to plan, organize, and supervise the work of others; ability to understand and carry out oral and written instructions; ability to maintain records and prepare reports; manual dexterity; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five years of experience in the repair of automotive equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 3/6/85

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