

CLASS SPECIFICATION FOR
Automotive Equipment Supervisor

GENERAL STATEMENT OF DUTIES: Supervises foremen at the Central Maintenance Facility who are responsible for the repair and maintenance of County-owned automotive, construction and engineering equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work supervising semi-skilled, skilled and supervisory personnel engaged in the maintenance and repair activities at the County's Central Maintenance Facility. This employee directs the repair and maintenance of automobiles, trucks, tractors, bulldozers, graders, rollers, and other standard and specialized automotive and heavy equipment. Employee makes assignments to Automotive Mechanic Foremen and gives technical advice and assistance when needed. The employee checks work done in the shop after rebuilding or major repairs. General supervision is received from the Superintendent of Central Maintenance Facilities.

EXAMPLES OF WORK (illustrative only):

- Supervises the repair and maintenance activities at the Central Maintenance Facility, establishing work priorities and coordinating the schedule of repairs;
- Assigns work to the various repair sections, (i.e., bus, heavy equipment, passenger vehicles and tire repair);
- Consults with and advises mechanic foremen concerning unusual repairs and work progress and makes technical recommendations for repairs;
- Prepares cost estimates when required;
- Inspects new equipment for conformity to specifications;
- Reviews and approves time sheets of shop personnel;
- Reviews production records;
- Makes regular shop safety inspections;
- Conducts regular staff meetings with foremen;
- Coordinates and monitors all repair work done by outside shops, obtaining estimates, checking work done for quality and reviewing bills prior to submitting for payment;
- Interviews, selects, trains, evaluates and disciplines personnel;
- Responds to questions or complaints from other agencies regarding repairs;
- Makes recommendations regarding the repair or replacement of vehicles and equipment;
- Makes reports as required;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the construction, assembly, adjustment and maintenance of diversified automotive equipment, including heavy trucks and heavy construction equipment; extensive knowledge of the operation and repair of internal combustion gasoline and diesel engines and chassis parts; extensive knowledge and skill in the use of all types of shop tools and equipment of the trade; considerable knowledge of the occupational hazards and safety precautions of the trade; ability to diagnose defects of automotive equipment and to effect repairs; ability to plan and direct the work of an automotive shop, making effective use of labor and materials; ability to keep records and performance reports; ability to supervise and to establish harmonious working relationships with coworkers and others; mechanical aptitude; physical condition that will permit activities including, but not limited to, heavy lifting, driving and working under adverse temperatures and weather conditions.

Automotive Equipment Supervisor (continued)

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school, completion of a recognized apprenticeship program leading toward a journeyman rank as an automotive mechanic and four (4) years automotive repair experience as a skilled mechanic, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. Requires possession of a valid certification by the State of Virginia in vehicle safety inspection. Requires a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.