

## **AUTOMOTIVE SHOP SUPERINTENDENT**

### **NATURE OF WORK**

This is supervisory and skilled automotive mechanical work.

The position of this class is responsible for diagnosing vehicle malfunctions, performing major overhauls, and supervising semi-skilled automotive servicing and repair personnel in the City's garage. Work also involves establishing and maintaining a preventative maintenance schedule for all vehicles, ordering and inventorying of parts and equipment, designing and fabricating equipment and materials, and operating all shop equipment. Work is performed under the administrative direction of the Mayor with the incumbent responsible for applying journeyman level skills to the overhaul, repair and maintenance of city vehicles and equipment. Work is reviewed for the effective and efficient functioning of the shop and the quality of mechanical repair provided to the City.

**ILLUSTRATIVE EXAMPLES OF WORK** (Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.)

Diagnoses the operation of gasoline and diesel automotive, fire, construction and other mechanical equipment to determine needs for repairs.

Overhauls and repairs engines, clutches, brakes, transmissions, transfer cases, differentials, universal joints, ignitions, carburetors, and electrical and hydraulic systems of automotive vehicles, trucks, street sweepers, tractors, backhoes, and other vehicles.

Schedules the maintenance and repair of equipment and machinery; recommends on new or replacement equipment; maintains work and equipment records

Designs and fabricates tools, parts, and other equipment. Reviews garage work for adherence to policies and standards.

Supervises and performs tune-ups; does repair and preventative maintenance on such vehicle parts as fuel pumps, carburetors, distributors, and generators.

Makes assignments to subordinates, assists and advises them in repair and maintenance work on power-drive equipment and other mechanical equipment.

Orders replacement parts for work performed in the shop

Orders and maintains garage tools and equipment.

Prepares records and reports on work performed

Performs related work as assigned.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Considerable knowledge of standard garage operational methods, practices, and techniques.

Considerable knowledge of the operation, maintenance, and repair of automotive, highway construction and maintenance equipment.

Knowledge of supervisory principles and practices.

Ability to organize and supervise the work of a group of mechanics and other service workers to obtain efficient results from their efforts.

Ability to demonstrate and explain the operation and maintenance of all assigned pieces of equipment.

Ability to establish and maintain effective working relationships with employees, the public and other city departments.

Skill in the use of tools, and in the operation and use of shop machines and equipment.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

Three years of progressively responsible journeyman level automotive mechanical experience which involved the major overhaul of gasoline and diesel engines; or substituting course work or training in automotive mechanics for up to one year of the experience.