



CLASSIFICATION SPECIFICATION

CLASS NUMBER 50113

AUTOMOTIVE MECHANIC SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Automotive Mechanic Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Automotive Mechanic Supervisor position is to directly supervise the performance of Automotive Mechanics as well as to diagnose and repair various automobile problems.

Duties

Frequency: 25% +/- 5%

- I. Provides direct supervision to Automotive Mechanics.
 - A. Serves as supervisor of Automotive Mechanics.
 - 1. Determines need for new staff members.
 - 2. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - 3. Disciplines subordinates, when necessary.
 - 4. Reviews, approves, or denies employee requests for leave.
 - 5. Completes performance evaluations of subordinates' work.
 - 6. Meets with subordinates regarding any grievances.
 - 7. Trains new and current employees.
 - 8. Assigns and reviews work of subordinates.
 - B. Processes paperwork.
 - C. Orders automotive parts for county agencies.
 - D. Maintains stock of inventory for county agency.

Frequency: 70% +/-10%

- II. Diagnoses and repairs automobile problems.

Frequency: 5% +/- 2%

- III. Performs maintenance and grounds keeping duties as needed.



**KSA'S FOR THE
JOB CLASSIFICATION OF
AUTOMOTIVE MECHANIC SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Supervisory practices (e.g. assigning work, approving vacation time, conducting performance appraisals); Automobile maintenance and repair; Management issues (e.g. writes monthly report, prepares bills for various divisions); Personnel practices; Billing procedures; Intermediate-level mathematical principles; Disciplinary procedures; Inventory control; Purchasing practices.	Supervising; Oral communication; Maintaining and repairing automobile equipment; Organization.	Assign work to others; Supervise Automotive Mechanics and Groundskeepers (e.g. assign work, approve vacation time, conduct performance appraisals); Maintain accurate records (e.g. billing and monthly reports); Answer routine questions/inquiries (vehicle operators problems, concerns); Complete forms/reports (e.g., performance evaluations); Perform intermediate-level mathematical calculations; Order automotive parts; Exert physical effort to put automotive parts away; Perform billing operations; Maintain inventory (i.e. keeps a supply of parts, and order parts for each division).
II	Automotive maintenance and repair (e.g., diagnosis and repair practices); Automotive practices and operations; Automobile repair equipment operations; Safety practices.	Maintenance and repair of motor vehicles; Operating tools and equipment; Oral communication.	Diagnose mechanical problems from the vehicle operator's description of the problem; Repair mechanical equipment; Exert considerable to heavy physical effort; Comprehend manuals and verbal instructions; Read maps and follow verbal directions to get to the location of an automobile breakdown; Work in an environment which requires protective clothing or gear; Determine if a car is safe to drive.
III	Landscaping procedures and equipment operation (e.g. lawn mowing, tree trimming); Supervisory practices; Automobile and equipment operation (e.g. snow plow).	Operating landscaping equipment; Operating automobiles and equipment.	Work in an environment w hich requires protective clothing or gear; Physically perform manual labor; Plow snow in winter; Drive an automobile.



Minimum Qualifications

- Two years experience as an Automotive Mechanic, 50111. Also requires a valid driver's license.

- Or completion of vocational training in automotive mechanics at high school level or equivalent automotive technology training and two years experience in a position similar to an Automotive Mechanic, 50111. Also requires a valid driver's license.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent continually works with automotive parts weighing approximately five pounds. Additionally, the incumbent frequently moves 50 pound drums of fluids. In performing automotive repairs the incumbent frequently stands, bends and squats. Finally, the incumbent performs grounds keeping and building maintenance duties which requires climbing ladders or lifting heavy objects (e.g., tree wood). The incumbent works with and around equipment which could cause serious injury or death, such as a grinder, brake lathe, chain saw, lawn mower, weed eater, dump truck, front end loader, salt spreader, mulcher, hand drills and tools, drill press, table saw, and tire changer. The incumbent frequently manipulates objects in tight spaces, works with potentially hazardous car parts, such as battery acid or fan blades nearby. The possibility exists for getting arms, hands, and fingers caught in tight spaces, for receiving both major and minor cuts, for having items dropped on the incumbent's feet or head, or for having objects such as small fragments of steel or glass fly into the incumbent's eyes, even while wearing safety goggles. The incumbent works with a variety of hazardous materials, such as Freon, battery acid, antifreeze, motor oil, and gasoline. In addition, the incumbent provides roadside assistance to disabled vehicles, which requires the incumbent to work very close to speeding traffic. The majority of the work is performed in the vehicle repair shop. The shop is often noisy, with power tools and compression equipment frequently being used. In addition, heat and cold regularly enter while the garage doors are being opened or closed. Odors from automobile oil, tires, and other auto equipment are also present. Maintenance work is performed outside, in a variety of weather conditions. Snowplow operations are always performed in extremely cold weather, very early in the morning. In addition, the incumbent provides roadside assistance to county drivers in all types of weather.