

## AUTO MECHANIC SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises and engages in the skilled maintenance, repair and overhaul of automotive equipment and the general operation of the County Garage and Vehicle Motor Pool; works under the general supervision of the Purchasing Agent and exercises supervision over employees assigned to the Motor Pool; performs related duties as required.

### STATEMENT OF TASKS:

Overhauls, repairs and maintains cars and trucks;

Performs major repairs on transmissions, engines, differentials, drive units, brakes, suspension systems, chassis, front and rear ends, cooling systems, fuel systems, instruments, electrical and electrical systems, hydraulic systems, and accessory power systems;

Rebuilds engines, carburetors, ignition systems and radiators;

Performs diagnostic service to assist other mechanics in completion of their work;

Instructs auto mechanics and others in the repair and maintenance of automobiles;

Maintains work and time records, inventory records, requisitions of parts; and repair history of County vehicles;

Orders and supervises the ordering of parts and routine supplies as needed;

Performs emergency road service and related field repairs;

Supervises the receiving, inspection and preparation of new vehicles;

Develops specifications for new vehicles;

Assists with maintaining records regarding vehicle utilization and the assignment of vehicles;

Utilize and supervises the use of Vehicle Motor Pool applications for gas, vehicle utilization, and vehicle repairs;

Assists with the disposal, trade, and sell of County vehicles;

Supervises the day to day operations of the County Garage and Vehicle Motor Pool;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard practices, methods, equipment and tools of the automotive trade;

Thorough knowledge of safe methods, procedures and equipment recommended for garage operation;

Advanced knowledge of automobile mechanics and systems

Ability to perform automotive repairs as required;

Ability to plan and assign work and supervise employees as required;

Knowledge of computer functions for researching repairs and properly utilizing Motor Pool applications

Ability to generate reports involving vehicle utilization, fuel consumption, and vehicle repair history;

Ability to maintain good interpersonal relationships.

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Auto Mechanic Supervisor

MINIMUM QUALIFICATIONS:

State of Michigan certification as a Master Automobile Mechanic with an EPA certification in air conditioning. Ten (10) years of comprehensive experience in automotive repair with one (1) year of previous experience as a supervisor or manager in the automotive field.

Established: February 14, 1972

Revised: January 9, 1984

Saved to system: June 2, 2006

Revised: March 30, 2010

A handwritten signature in cursive script that reads "Alonita Dikes". The signature is written in black ink and is positioned above a horizontal line.

Human Resources Director