

AUTOMOTIVE BODY SHOP SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in the body repair and painting of government vehicles and equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Supervises and participates in the body repair and painting of automobiles and other equipment.

Directs the storage and maintenance of supplies, tools, equipment, and parts; orders supplies, tools and equipment parts as needed.

Makes time and material estimates; makes decisions regarding the need for and extent of repairs to be made.

Applies and enforces safe work practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, techniques, tools and equipment used in automotive body repair and painting trade.

Knowledge of the occupational hazards and safety precautions of the trade.

Ability to supervise the work of others.

Ability to evaluate operational effectiveness and recommend changes to enhance improvements.

Ability to make work decisions in accordance with appropriate guidelines.

Ability to work from manuals, blueprints, drawings and other guidelines.

Ability to estimate the time and material cost of work projects.

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Ability to apply and enforce safe work practices on the job.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

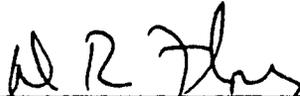
Skill in the automotive body repair and painting trade.

MINIMUM EXPERIENCE AND TRAINING:

(A) Six years of experience in the body repair and painting of automobiles and other equipment, including two years at the skilled level; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission