

## AUTOMOTIVE SERVICE SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in automotive and heavy equipment service work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises and performs automotive and heavy equipment service work.

Estimates the time and material cost of servicing activities.

Maintains a small stock of tools, supplies and equipment of the trade.

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 basic theory of automotive and heavy construction equipment.

Knowledge of the basic functions of automotive and heavy construction equipment.

Knowledge of the hazards and safety practices of the trade.

Ability to supervise the work of others.

Ability to estimate the time and material cost of servicing activities.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

Ability to maintain a small stock of tools, supplies and equipment of the trade.

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

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in servicing, lubricating and maintaining automotive and heavy construction equipment.

Skill in the safe operation of a motor vehicle or related equipment.

MINIMUM EXPERIENCE AND TRAINING:

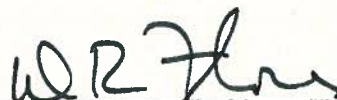
(a) Two years of experience as an automotive service worker, including one year at the skilled level; or

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

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license.

ESTABLISHED: JULY 1980



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DAVID R. FLORES, Executive Director  
Civil Service Commission