

GENESEE COUNTY

AUTOMOTIVE MECHANIC SUPERVISOR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: These duties involve primary responsibility for supervising and performing skilled automotive repair and maintenance tasks, requiring a thorough knowledge of the trade. The work is performed under general supervision of a Highway Superintendent or General Highway Supervisor, allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Direct supervision is exercised over subordinate Automotive Mechanics, Automotive Parts Workers, Welders, or other appropriate personnel. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Directs and supervises all activities of garage personnel;
Plans and oversees a preventive maintenance program on automotive equipment, including vehicle inspections;
Supervises and performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors and other road-maintenance equipment;
Schedules and coordinates repair operations including welding and paint/collision shop;
Supervises the ordering, storage and distribution of parts, supplies and equipment;
Oversees services provided by outside contractors;
Maintains time records for payroll purposes;
Assists in preparing budget estimates and recommendations;
May operate any of a variety of automotive equipment.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of standard automotive repair and maintenance methods including diesel engines; thorough knowledge of automotive repair terminology and tools; good knowledge of safety procedures and traffic laws and regulations; Working knowledge of welding techniques; ability to plan and supervise the work of others; ability to make difficult repairs to heavy automotive and other mechanical equipment; good motor and hand and eye coordination; manual dexterity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS: Four years of experience as a skilled automotive repairman; or any equivalent combination of experience and training.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:
Possession and maintenance of appropriate valid license(s), as required.

Non-competitive Class
Adopted 9/24/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.