

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

AUTOMOTIVE SHOP SUPERVISOR

I. INTRODUCTION

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Automotive Shop Supervisor positions. Positions allocated to this series are primarily responsible for supervising the repair and maintenance of different types of vehicles, heavy equipment, various other pieces of motor-driven machinery, and other motors.

II. DEFINITION

Positions in this classification supervise positions performing automotive and equipment maintenance and repair work. Employees are responsible for providing work direction, coordination and specialized guidance to Technicians and other shop personnel regarding the repair and maintenance of vehicles. Supervise, review and evaluate the work of Automotive/Equipment Technicians engaged in diagnosis, maintenance, and repair functions, including major engine and drive train overhauls. Coordinate and schedule all work for the facility. Employees in this classification are granted considerable latitude in scheduling priorities and determining work assignments to complete job orders. Determine whether or not a particular repair job should be performed by a private vendor or done in the shop based on cost effectiveness. Keep all necessary paperwork. Hire, transfer, layoff, recall, promote, discharge, evaluate, discipline and function as the first-step supervisor in the grievance process for all employees supervised. Some positions may also be responsible for fleet management, accident investigation, writing equipment and vehicle specifications and long range fleet planning. Positions at this level may be required to have a Commercial Driver's License (CDL) to road test the type of vehicles worked on at the facility. Positions directly supervise permanent employees (typically two or more full-time positions) and devote a significant amount of time performing supervisory activities.

III. EXAMPLES OF WORK PERFORMED

- 1) Coordinate all work for the vehicle maintenance facility.
- 2) Train student workers, correctional inmates, LTE's, and shop personnel in proper repair and maintenance procedures and perform final inspections on completed work.
- 3) Keep daily, monthly and annual records.
- 4) Order parts and supplies and maintain all inventory control records.
- 5) Authorize all work above a certain dollar amount.
- 6) Determine whether the work performed will be done in the shop or contracted out to a private vendor.
- 7) Develop a maintenance schedule for all vehicles and/or equipment.
- 8) Plan, assign and inspect the work of shop personnel.
- 9) Inform employees on shop safety rules and proper equipment usage and enforce their compliance.
- 10) In some cases, perform Automotive/Equipment Technician work at the senior level or above less than a majority of the time.

IV. QUALIFICATIONS

Positions in this classification may be required to have a commercial driver's license to road test vehicles. Other qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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3/94