

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ASSISTANT AUTOMOTIVE SHOP SUPERVISOR

POSITION CODE: 01565

Effective: 3-16-79

DISTINGUISHING FEATURES OF WORK:

Under general supervision, as assistant shop supervisor, performs technical functions and ensures completion and preparation of repair orders in a district repair shop or garage, or a subsection of the central garage; prepares and maintains files of repair orders, invoices, productivity reports and inventory records; inspects vehicles to determine need for and type of repair.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists the Automotive Shop Supervisor in the operation of a district repair shop or garage, or a subsection of the central garage; plans, supervises and assigns work to mechanics; inspects work upon completion to ensure all repairs have been made.
2. Maintains extensive files of repair orders, invoices, productivity reports and inventory records; advises supervisor of inventory needs, parts availability and shop productivity; provides assistance to customers regarding repair needs, appointments and repair cost.
3. Inspects vehicles to determine need for and type of repair; advises supervisors of necessary repairs; maintains appointment schedule for repair work.
4. Prepares and obtains approval for all repair orders; determines cost of repairs; monitors progress of repairs.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

ASSISTANT AUTOMOTIVE SHOP SUPERVISOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of high school.

Requires one year of experience in the maintenance of automotive records.

Knowledges, Skills and Abilities

Requires working knowledge of standard garage methods and practices.

Requires working knowledge of tools, machinery and equipment used in the repair and maintenance of automobiles.

Requires working knowledge of recordkeeping methods, procedures and techniques.

Requires working knowledge of the principles of auto mechanics.

Requires working knowledge of effective supervisory methods and techniques.

Requires ability to maintain necessary files for an auto garage.

Requires ability to maintain satisfactory working relationships with the public and other employees.

Requires ability to prepare and maintain records and reports on productivity, inventory, etc.

Requires ability to detect mechanical defects and order appropriate repairs.

Requires ability to supervise subordinate employees.