

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AUTOMOTIVE SHOP SUPERVISOR

POSITION CODE: 03749
Effective: 10-16-74

DISTINGUISHING FEATURES OF WORK:

Under direction, manages a district repair shop or garage, or a subsection of the central garage, in the maintenance and repair of automotive and other standard equipment used principally in the highway maintenance and construction activities; supervises a moderate size staff of mechanics and helpers; participates in the more difficult technical phases of the work; makes decisions as to procedures; inspects automotive equipment on a statewide basis; acts in a consultative capacity to automotive mechanics.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, lays out and assigns work to mechanics and helpers; inspects the work during process and upon completion.
2. Supervises and instructs subordinates in the repair and reconditioning of automobiles, trucks, tractors, graders, power shovels, gas rollers, snow plows and similar machinery commonly used on highway construction and maintenance activities.
3. Performs skilled repair and testing work on magnetos, carburetors, motors and other finely adjusted equipment.
4. Approves requisitions for parts; keeps shop records; makes reports.
5. Supervises the maintenance of a perpetual inventory of all stock, tools, and equipment.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

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

Requires three years experience as an automotive mechanic.

AUTOMOTIVE SHOP SUPERVISOR (Continued)

Knowledges, Skills and Abilities

Requires extensive knowledge of standard garage methods, shop practices and the techniques, tools and machinery used and of the construction, operation, repair and maintenance on standard automotive and related equipment and machinery employed in road maintenance and construction.

Requires working knowledge of occupational hazards and precautionary measures applicable.

Requires ability to lay out and supervise the work of skilled and semiskilled mechanics, and to obtain efficient results from their efforts.

Requires ability to maintain satisfactory working relationships with subordinates.

Requires ability to keep records, make reports and requisition needed parts and materials.

Requires ability to detect mechanical defects and to order proper repairs.

Requires skill in the use of the tools, machinery and equipment of the automotive mechanic trade.