

Washington State Department of Personnel
Class Specification

AUTOMOTIVE MECHANIC SUPERVISOR 2

618P

Abolished: Adopted 08/13/2009, Effective 08/14/2009

Definition:

Supervises operation of large, central, automotive repair shop and several small shops throughout the State.

Typical Work:

Plans, lays out, directs, and inspects work of crew of automotive mechanics and helpers engaged in repair of automotive, or heavy construction equipment;

Oversees operation of several small automotive repair shops throughout the State;

Establishes and carries out regular equipment inspection, service, and maintenance schedules for automotive or heavy construction equipment on a Statewide basis;

Makes field inspections of equipment to determine maintenance or repair needs; advises equipment operators on methods of operations, load limits, and field maintenance;

Confers with supervisors and others on specifications, use, maintenance, and repair or disposal of equipment; determines material and personnel requirements;

Designs and constructs mechanical devices to repair or modify equipment or to perform special functions;

Inspects equipment and diagnoses trouble;

Orders parts and establishes procedures for operation of parts-storage unit;

Keeps records; makes reports;

Performs skilled automotive mechanical work;

Performs other work as required.



Knowledge and Abilities:

Knowledge of: standard practices, methods, materials, tools, and equipment of automotive mechanic trade; principles of operation of internal combustion engines; preventive maintenance methods and scheduling; record keeping; safety practices.

Ability to: supervise crew of automotive mechanics; estimate materials and personnel needed to complete jobs; prepare preventive maintenance schedules; issue clear directions orally and in writing.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

Four years of experience as journey automotive mechanic or motorized equipment mechanic, one of which must have been in a lead or supervisory capacity.

Class Specification History

New class adopted April 1, 1964.

Revise Class. Revises title (formerly Automotive Mechanic Foreman II), general revision; adopted September 7, 1973.

Revise class. Revises class code (formerly 72110), desirable qualifications; adopted May 10, 2007, effective July 1, 2007