AUBURN
Human Resources

Supv, Automotive Shop

Job Description

JOB INFORMATION

Job Code	NB31
Job Description Title	Supv, Automotive Shop
Pay Grade	ST14
Range Minimum	$50,890
33rd %	$61,070
Range Midpoint	$66,150
67th %	$71,240
Range Maximum	$81,420
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/7/2022

JOB FAMILY AND FUNCTION

Job Family:	Production & Skilled Trades
Job Function:	Mechanic

JOB SUMMARY

Reporting to the Manager of Facilities Shops Maintenance, supervises and leads the daily operations of the Automotive Shop. Responsible for organizing and overseeing the successful execution of automotive projects, services, and repairs for all University vehicles.

RESPONSIBILITIES

- Coordinates the work and responsibilities of the automotive mechanics by scheduling and overseeing work assignments, inspecting automotive repairs and diagnoses, and ensuring that quality work is completed in a safe and timely manner.
- Ensures all work performed by assigned staff and contractors complies with project requirements, applicable regulatory agencies, contract requirements, university standards, and organizational goals.
- Responsible for planning and overseeing the training and certification of all staff. Leads the recruitment and selection of staff and conducts performance review evaluations. Assists in resolving employee relations issues.
- Maintains timely and accurate data to track work activities, supplies, and equipment. Reviews data for accuracy and provides analysis, reports, and recommendations for clients and senior leadership.
- Responsible for the Automotive Shop’s budget coordination. Oversees all shop purchases and material requests.
- Serves as technical subject matter expert, and advises all automotive mechanics on diagnostics, maintenance, and installations. As needed, performs all essential functions of an Automotive Mechanic including, but not limited to, maintenance repair activities, component replacements, advanced-level diagnostics, and electrical/computer system repairs.
- Coordinates with other shops, departments, and/or outside contractors to ensure appropriate support for each job. Communicates with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
- Assists in developing procedures and operating instructions for safe, accurate, and quality work performance and status reporting. Communicates with subordinate staff to ensure that policies and procedures are understood and maintained.
- Responsible for meeting and maintaining all training and certification requirements as outlined by the department's training and credentialing requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	Automotive technology or related degree preferred.	and	6 years of	Experience in automotive repair techniques. Must include 2 years in managing, supervising, mentoring in, or leading an automotive service/repair shop.	And

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of the concepts, components, diagnostics, and repair techniques related to automotive vehicles including standard road vehicles, slow moving vehicles, and heavy equipment.	And
Advanced knowledge relating to vehicle electronic control units as well as engine and transmission overhauls.	And
Knowledge of Alabama Department of Environmental Management (ADEM) record keeping, as well as fuel and waste protocols.	And
Knowledge of emissions regulations.	And
Knowledge of OSHA regulations and best safety practices.	And
Developed supervisory skills, communication skills, and client relation skills.	And
Efficiency in Microsoft Office and work management systems.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.