

MORGAN STATE UNIVERSITY

JOB SPECIFICATION



AUTOMOTIVE SHOP SUPERVISOR

Class Code: 0126
Pay Range: 13

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, supervises an automotive maintenance shop. Supervises and trains subordinate personnel ensuring adherence to safety policies and procedures.

PRIMARY DUTIES

1. Supervises the daily operations of the shop. Determines work priorities, plans, schedules, assigns and reviews work. Provides guidance and training to assigned personnel.
2. Plans and coordinates the preventive maintenance program for automotive vehicles and related equipment. Coordinates repair work with regular maintenance schedules.
3. Analyzes automotive equipment to estimate the extent and nature of servicing and repairs required. Compares cost of completed jobs with original cost estimates.
4. Instructs and provides on the job training to skilled and semi-skilled automotive services mechanics and helpers.
5. Requisitions, stores, safeguards, distributes and supervises the proper use of equipment, materials, tools, replacements parts, fuels, oil, greases, tires, and other supplies.
6. Inspects equipment, tools, parts and supplies upon receipt for adherence to specifications.
7. Establishes and maintains complete and accurate records and files.
8. Performs the duties of the automotive services mechanic.

Morgan State University Job Specification.
Automotive Shop Supervisor
Page Two

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years progressively responsible experience in servicing, maintenance, and repair of motor vehicles or motor equipment, two years of which must have been at the journey level.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of and skill in applying the basic principles of operation, basic components, malfunctions, repair practices and preventive maintenance techniques for internal combustion engines including diesel and motor vehicle systems and sub-assemblies. Thorough knowledge of the procedures, methods, tools, materials, supplies, and technical manuals used in servicing, maintaining, repairing and adjusting automotive equipment. Thorough knowledge of preventive and field maintenance scheduling; of the proper use, care and maintenance of standard hand and power tools. Skill in the proper use and maintenance of the tools and equipment of the automotive trade; in preparing estimates of time and materials required for a job. Skill in and ability to diagnose and correct motor vehicle malfunctions. Ability to organize, schedule, coordinate, train, and supervise skilled and semi-skilled employees in the operation of a garage or automotive shop; to read, understand and carry out oral and written instructions; to keep accurate records and make written reports; to communicate effectively; to work in, on, around, under and over machinery and/or fixed equipment; to work at heights of up to 25 feet; to manipulate heavy equipment, tools and supplies; to exert force up to 70 lbs.; to concurrently manipulate multiple controls on machinery and equipment; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**Morgan State University Job Specification.
Automotive Shop Supervisor
Page Three**

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-Commercial Class A, B, and C or equivalent driver's license may be required. May be required to be trained to work with asbestos. Incumbent may be required to provide all hand and small power tools and tool chests that are necessary to perform work at assigned job level. Certification as an Automotive Service Maintenance Technician by the Institute for Automotive Service Excellence may be required.