

Jurisdictional Class: Competitive  
EEO Category: Skilled Craft  
Revised: 10/31/2023

## **AUTOMOTIVE MECHANIC SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly skilled work involving responsibility for laying out and leading in the work of a group of journeymen automotive and heavy equipment mechanics, and other garage workers. Employees in this class must possess a thorough knowledge of the trade. The work is broadly outlined by a superior, permitting wide leeway for planning and supervising jobs. Immediate supervision is exercised over the work of journeymen automotive mechanics and other workers. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and inspects the repair of gasoline and diesel motor equipment, such as automobiles, trucks, tractors, sweepers, power graders and power shovels, snow plows, school buses and emergency police, fire or rescue equipment;  
Supervises the operation of machine shop equipment, such as lathes, shapers, planers, grinders, drill presses, radial drills, boring bars, key setter, and other metal working machines;  
Checks specifications or deliveries of new automobile, trucks, tractors, school buses and sweepers.  
Supervises the repair of automotive equipment breakdowns on the road;  
Assigns specific tasks to automotive mechanics and other workers engaged in the repair of automotive equipment;  
Orders repair parts and supplies;  
Makes welding repairs to automotive equipment;  
May inspect motor vehicles for State certifications, as required;  
May perform painting of equipment, as necessary.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of common practices, tools, terminology and accident precautions of the automotive repair trade; ability to lay out and supervise the work of others; ability to work from plans and specifications; and to follow rough sketches and oral instructions; ability to supervise the work of journeyman level automotive and heavy equipment mechanics, and others; good motor and hand and eye coordination; manual dexterity.

### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience as a skilled automotive mechanic; **OR**
- (B) Five (5) years' experience as a skilled automotive mechanic.

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**SPECIAL REQUIREMENTS:**

1. Possession of an appropriate level, valid motor vehicle license at time of appointment.
2. If inspection of motor vehicles for State certificates is required -- Possession of a valid New York State Motor Vehicle Inspection License at time of appointment and duration of appointment
3. Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 06/23/1949

Revised: 03/02/1982, 10/20/1995, 12/11/1995, 07/29/1996, 11/15/2007, 10/07/2023, 10/31/2023

Title changed from "Automotive Mechanic Foreman": 10/20/1995