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Specification for the Class:

AUTOMOTIVE TECHNICIAN SUPERVISOR

**CLASS DISTINGUISHERS**

This class reflects a full-time supervisor responsible for supervising the activities of an automobile repair shop, in the Department of Education, engaged in performing journey level mechanical and electrical maintenance and repair work on vehicles, which includes the full range of maintenance, troubleshooting and repair work on computerized systems (e.g., engine/fuel management systems, anti-lock brakes, etc.) in motor vehicles. A position in this class provides technical supervision over a group of Automotive Technicians through a working supervisor. The work involves planning, scheduling, directing and evaluating the work of subordinate staff; procuring supplies and equipment; preparing and maintaining operating reports and records; and making recommendations on personnel, budget and other administrative matters.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans, lays out, organizes, supervises, and reviews the overall work activities of an automotive repair shop engaged in the full range of maintenance, troubleshooting and repair work on motor vehicles with computerized systems.
2. Supervises a group of Automotive Technicians through a working supervisor. Estimates time, labor, and materials needed to perform various jobs, sets priorities for work to be performed by staff and adjusts the assignment of priorities as required.
3. Reviews, revises, and recommends policies and procedures for the automotive repair shop; makes recommendations on the operating budget requirements; and monitors and controls expenditures.
4. Inspects jobs underway and once completed to ensure work progress and quality; establishes work schedules to assure jobs are staffed adequately.
5. Studies hazards, exercises good judgment and takes steps to safeguard the health and safety of employees. Makes periodic checks to see that tools and equipment are properly maintained and makes

- recommendations for the replacement of worn and unsafe tools and equipment.
6. Prepares operational reports and maintains records relating to work progress and accomplishments, inventory, production costs, expenditures, etc.
  7. Assigns, reviews and evaluates the work of subordinates, provides on-the-job orientation to new employees, provides for training and/or instructs subordinates on work methods and techniques, and provides technical assistance to subordinates.
  8. Recommends approval of leaves and personnel actions; submits requisitions for supplies, materials, tools and equipment; and submits budget requests.

**KNOWLEDGE AND ABILITIES REQUIRED:** The knowledge and abilities required in order to effectively perform the key duties for this class is indicated in the following table. The degree of each knowledge and ability required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in the class.

*"P" indicates prerequisite knowledge and abilities, which must be brought to the job.*

*"A" indicates knowledge and abilities that are required for full performance but may be acquired on the job, within the probationary period.*

<b>KNOWLEDGE OF:</b>	
1. Principles and practices of supervision.	P
2. Practices, tools, materials, & computerized equipment used in the automotive mechanic trade.	P
3. Occupational hazards and safety measures applicable to the trade	P
4. Principles of automotive electricity & electronics.	P
5. Automotive microprocessor systems.	P
6. Principles of internal combustion engines and automotive systems and parts and how they are interrelated.	P
7. Procedures for analyzing and diagnosing defects.	P
8. Policies and procedures regarding personnel, procurement, budget and other administrative matters.	A
9. Automotive shop practices, methods, and operational standards.	A

<b>ABILITY TO:</b>	
1. Plan, organize and supervise the activities of an automotive repair shop.	P
2. Supervise and evaluate the work of subordinates engaged in the maintenance, troubleshooting, and repair work on computerized equipment in motor vehicles.	P
3. Estimate needs for tools, materials and equipment and labor necessary to perform a job.	P
4. Utilize materials and labor economically and efficiently.	P
5. Give and receive oral and written instructions.	P
6. Deal tactfully and effectively with subordinates and others.	P
7. Maintain accurate records and prepare operational reports.	P

### **MINIMUM QUALIFICATION REQUIREMENTS**

#### **Experience Requirements:**

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the statements below, or any equivalent combination of training and experience:

**Specialized Experience:** Two (2) years of journey level automotive repair work which involved the independent performance of the full range of mechanical and electrical maintenance, troubleshooting, and repair work on motor vehicles. The work must have involved utilizing computerized equipment to test, analyze, diagnose, and complete repairs of microprocessor-based systems and components on motor vehicles (e.g., engine/fuel management systems, anti-lock brakes, etc.).

**Supervisory Experience:** One (1) year of experience which involved providing supervision over others performing maintenance and repair work as described in the specialized experience and included: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary.

#### **Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**License Required:**

Applicants must possess a valid license to drive in the State of Hawaii.

**Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests:**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements:**

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is the first specification for the new class, Automotive Technician Supervisor.

DATE APPROVED: APR 7 2009

EFFECTIVE DATE: 4/7/09



Peter Chun

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Office of Human Resources