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Specifications for the Class:

AUTOMOTIVE MECHANIC SUPERVISOR I

Duties Summary:

Supervises the activities of a repair shop engaged in the repair and maintenance of diesel and gasoline powered automotive and construction equipment; maintains shop equipment and supplies; and performs other duties as required.

Distinguishing Characteristics:

This class differs from that of Automotive Mechanic II in that the Automotive Mechanic Supervisor I supervises the overall activities of a repair shop engaged in the repair and maintenance of diesel and gasoline powered equipment; whereas, the Automotive Mechanic II supervises and participates in performing major and minor mechanical repairs to gasoline and diesel powered motorized equipment.

This class differs from that of Automotive Mechanic Supervisor II in that the Automotive Mechanic Supervisor I supervises the activities of a repair shop that accomplishes its objective primarily through the efforts of automotive mechanics performing skilled mechanical and maintenance work; whereas, the Automotive Mechanic Supervisor II supervises a repair shop having the responsibility of repairing and maintaining a variety and number of gasoline and diesel powered equipment requiring adequate staffing and several types of tradesmen such as automotive mechanics, welders, and machinists to accomplish the assigned objectives.

Examples of Duties:

Plans, lays out, assigns and reviews the work of a group of automotive mechanics in repairing broken, worn or otherwise damaged mechanical and electrical parts of motorized equipment in trucks, automobiles, bulldozers, motor graders, cranes or rollers and in making necessary adjustments to keep such equipment in a satisfactory working condition; estimates time and material needed to perform various overhaul jobs, sets priorities for work to be performed by automotive mechanics and adjusts the assignment of such priorities as required; periodically inspects jobs underway to determine work progress and quality; establishes work schedules to assure that the job is staffed adequately at all times; periodically prepares operational reports including work accomplished, the progress of jobs underway and the status or the tentative time assigned to perform future overhaul jobs of equipment in field; submits requisitions for supplies, materials, tools, and equipment; enforces safety regulations in shop; periodically

holds staff meetings with automotive mechanics to discuss any major problems which may arise in shop activities.

Minimum Qualification Requirements:

Experience and Training: (1) Five years of full-time work experience in motor equipment repair work, of which two years shall have been as a journeyman automotive mechanic and graduation from high school; or (2) any equivalent combination of experience and training.

Knowledge of: Practices, tools, materials and equipment used in the automotive mechanic trade; shop practices and methods; occupational hazards and safety measures applicable to the trade; principles of internal combustion engines and automotive parts and adjustments of specific types and makes of motorized equipment and accessories; principles and practices of supervision.

Ability to: Plan, layout, assign and review the work of automotive mechanics; keep records and prepare reports of work and labor necessary to perform an overhaul job; operate the various machines and equipment employed in adjusting, maintaining, and repairing motorized equipment; locate and adjust mechanical defects of motorized equipment and make necessary repairs; do welding and simple blacksmith work; make working sketches and drawings; give and receive both oral and written instructions.

Personal Qualities: Physical strength and agility; thoroughness, accuracy; reliability; initiative; and resourcefulness.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications and the minimum qualification specifications for the Executive Branch Civil Service class AUTOMOTIVE SUPERVISOR I by the Department of Education Civil Service system.

DATE APPROVED: 12/15/05

/S/ Gerald Okamoto

Gerald Okamoto

Assistant Superintendent

Office of Human Resources

EFFECTIVE DATE: 7/1/05