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Specifications for the Class:

AUTOMOTIVE MECHANIC SUPERVISOR II

Duties Summary:

Supervises the activities of a repair shop that undertakes the type and volume of work that requires a crew of tradesmen such as automotive mechanics, welders, and machinists to repair and maintain gasoline and diesel 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 Foreman I in that the Automotive Mechanic Foreman II directs the activities of a repair shop having the responsibility for repairing and maintaining of a variety and number of motorized equipment thereby requiring several types of tradesmen such as automotive mechanics, welders, and machinists to accomplish the objectives; whereas, the Automotive Mechanic Foreman I supervises the activities of a repair shop that accomplished its objectives essentially through the efforts of automotive mechanics performing skilled mechanical repair work in the adjustment, maintenance, and repair of gasoline and diesel powered motorized equipment.

This class differs from that of Automotive Mechanic Foreman III in that the Automotive Mechanic Foreman II oversees a repair shop engaged in the repair and maintenance of a wide variety and number of gasoline and diesel powered equipment and in the process supervises several types of tradesmen such as automotive mechanics, welders, and machinists; whereas, the Automotive Mechanic Foreman III, in addition to directing the repair and maintenance of a wide variety and number of automotive and construction equipment through subordinate supervisors, is responsible for coordinating the activities of several repair shops in areas such as operational and maintenance guides and acquisition of new and used automotive and construction equipment.

Examples of Duties:

Plans and makes out work schedules and assignments for employees engaged in maintaining, overhauling, and repairing of automotive and other light and heavy construction equipment; inspects and reviews the work in progress and upon completion, has responsibility for the maintenance, servicing and operation of repair shops; directs and supervises the inspection and testing of automotive and construction equipment; has

responsibility for the storage and parking of a transportation fleet; has responsibility for the dispatching of vehicles; requisitions tools and materials for automotive and other light and heavy construction equipment; writes specifications for new equipment; has responsibility for the care and maintenance of tools and equipment; takes inventory of repair tools and equipment; determines whether or not automotive and other light and heavy construction equipment should be repaired or replaced; directs the operation of and analyzes cost records of equipment to recommend rental rates for the use of equipment; has responsibility for the maintenance of shop records; prepares and submit reports; supervises the planning, laying out and assembling of truck bodies and hoists; supervises the installation, maintenance and repair of electrical appliances or vehicles; supervises the painting of automotive and other light and heavy construction equipment; institutes and enforces safety practices; and prepares budget estimates.

Minimum Qualification Requirements:

Experience and Training: (1) Five years of progressively responsible journeyman level automotive mechanic work experience, of which two years shall have been in a supervisory capacity and graduation from high school or (2) any equivalent combination of experience and training.

Knowledge of: Automotive repair shop methods, practices, materials, tools, and equipment; principles of internal combustion and diesel engines and accessories; the purposes and uses of a wide variety of light and heavy automotive and construction equipment; the functions of the various parts of automotive and construction equipment; the principles and practices of supervision; occupational hazards and safety measures applicable to the trade.

Ability to: Plan, lay out, assign, direct and review the work of several crews of tradesmen; utilize materials and labor economically and efficiently; supervise the overhauling, servicing, and repair of automotive and other light and heavy construction equipment; supervise the testing of automotive and construction equipment; estimate needs for tools, materials and equipment and labor necessary to perform job; write specifications for new equipment; determine whether or not equipment should be replaced or repaired; supervise the keeping of cost records of automotive and construction equipment; maintain records and prepare reports of work activities; supervise the planning, laying out, and assembling of truck bodies; supervise the installation, maintenance and repair of electrical accessories and components on vehicles; supervise the painting of automotive and other light and heavy construction equipment; operate motorized equipment and 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; and deal tactfully and effectively with subordinates.

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 for the Executive Branch Civil Service class AUTOMOTIVE MECHANIC SUPERVISOR II by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



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