
Auburn University Job Description

Job Title:	Supv, Automotive Shop	Job Family:	No Family
Job Code:	NB31	Grade 33:	\$39,300 - \$65,500
FLSA status:	Non-exempt		

Job Summary

Provide on-site supervision of automotive projects by managing the automotive shop functions.

Essential Functions

1. Manage activities and operations of the automotive shop to ensure that all work is completed in a safe and efficient manner.
2. Maintains computer database for work activities, supplies, and equipment for accountability.
3. Serves as an automotive technician, when needed, to perform general automotive repair and maintenance functions and to provide general service to customers.
4. Plans and organizes project requirements so that appropriate personnel and materials are available for the project.
5. Communicates with others to keep them aware of activities within the department and to answer questions.
6. Evaluates proposed jobs in order to estimate and provide written and oral quotations.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	6	Experience in automotive repair techniques

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of automotive repair techniques. Developed supervisory skills.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012
