
Auburn University Job Description

Job Title:	Supv, Automotive Shop	Job Family:	No Family
Job Code:	NB31	Grade 34:	\$45,100 - \$75,100
FLSA status:	Non-exempt		

Job Summary

Reporting to the Manager of Facilities Shops Maintenance, supervises and leads the daily operations of the Automotive Shop. Responsible for organizing and overseeing the successful execution of automotive projects, services, and repairs for all University vehicles.

Essential Functions

1. Coordinates the work and responsibilities of the automotive mechanics by scheduling and overseeing work assignments, inspecting automotive repairs and diagnoses, and ensuring that quality work is completed in a safe and timely manner.
2. Ensures all work performed by assigned staff and contractors complies with project requirements, applicable regulatory agencies, contract requirements, university standards, and organizational goals.
3. Responsible for planning and overseeing the training and certification of all staff. Leads the recruitment and selection of staff and conducts performance review evaluations. Assists in resolving employee relations issues.
4. Maintains timely and accurate data to track work activities, supplies, and equipment. Reviews data for accuracy and provides analysis, reports, and recommendations for clients and senior leadership.
5. Responsible for the Automotive Shop's budget coordination. Oversees all shop purchases and material requests.
6. Serves as technical subject matter expert, and advises all automotive mechanics on diagnostics, maintenance, and installations. As needed, performs all essential functions of an Automotive Mechanic including, but not limited to, maintenance repair activities, component replacements, advanced-level diagnostics, and electrical/computer system repairs.
7. Coordinates with other shops, departments, and/or outside contractors to ensure appropriate support for each job. Communicates with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
8. Assists in developing procedures and operating instructions for safe, accurate, and quality work performance and status reporting. Communicates with subordinate staff to ensure that policies and procedures are understood and maintained.
9. Responsible for meeting and maintaining all training and certification requirements as outlined by the department's training and credentialing requirements.
10. May perform other related duties as assigned by the Manager, Facilities Shops Maintenance.

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	Some college; vocational or Associate's Degree	Automotive technology or related degree preferred.
Experience (yrs.)	6	Experience in automotive repair techniques. Must include 2 years in managing, supervising, mentoring in, or leading an automotive service/repair shop.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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

Advanced knowledge of the concepts, components, diagnostics, and repair techniques related to automotive vehicles including standard road vehicles, slow moving vehicles, and heavy equipment. Advanced knowledge relating to vehicle electronic control units as well as engine and transmission overhauls.

Knowledge of Alabama Department of Environmental Management (ADEM) record keeping, as well as fuel and waste protocols. Knowledge of emissions regulations. Knowledge of OSHA regulations and best safety practices.

Developed supervisory skills, communication skills, and client relation skills. Efficiency in Microsoft Office and work management systems.

Certification or Licensure Requirements

Valid Driver's License

ASE Certified Master Automobile Technician (A1-A8 certifications)

Refrigerant Recovery and Recycling certification (ASE or other EPA-approved program)

Preferred: ASE A9 Test - Light Vehicle Diesel Engines

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, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, and lifting more than 100 pounds.

Ability to see information in print and/or electronically.
