

AUTOMOTIVE MECHANIC LEAD

KIND OF WORK

Lead work direction over an automotive repair shop.

NATURE AND PURPOSE

Employees in this class are responsible for providing work direction, coordination and technical guidance to automotive mechanics, technicians and other shop personnel regarding the repair and maintenance of automotive vehicles. The employee is granted considerable latitude in scheduling priorities and determining work assignments to complete job orders. Supervision is received from a higher ranking administrative employee with work reviewed based on the timeliness and quality of work completed.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Performs mechanical work as necessary.

Plans, assigns and inspects the work of automotive shop personnel.

Provides technical advice and assistance to employees involved in major automotive mechanical or body repairs.

Trains student workers, correctional inmates and shop personnel in proper repair and maintenance procedures and performs final inspections on completed work.

Informs employees on shop safety rules and proper equipment usage and enforces their compliance.

Maintains an adequate supply of parts and materials.

Inspects and directs the maintenance of tools, equipment, buildings and grounds.

Keeps records of monthly and annual equipment inspections.

Approves parts requisitions.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the techniques and procedures of automotive maintenance and repairs.

Thorough knowledge of the techniques of arc and gas welding, automotive machine tool operation, precision measurement and proper use of hand tools.

Thorough knowledge of the assembly and operation of gas and diesel powered equipment.

Ability to:

Ability to plan, assign, direct and inspect the work of automotive repair personnel.

Ability to allocate manpower and materials efficiently.

Ability to keep records and make reports.

Est.: 3/81TC:

Rev.:

Former Title(s):