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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : MOTOR REPAIR SUPERVISOR
Code: 830085 50F
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Under general supervision, performs supervisory and skilled mechanical work connected with the maintenance and repair of automotive and other standard motor power equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Work involves responsibility for diagnosing, assigning, and supervising the repair of automotive equipment. Assignments are received in the form of oral and written instructions or by complaints regarding the operation of specific vehicles. Work is checked through occasional inspections and by the quality of performance of repaired equipment.

TYPICAL DUTIES

- * 1. Supervises the operation of a shop engaged in performing major and minor repairs and modifications on automotive equipment and other standard motor powered equipment such as tractors, power mowers, air compressors, etc.
- * 2. Plans and assigns work to mechanics and helpers, and inspects work as required by volume of work and limitation of personnel.
- * 3. Instructs subordinates in standard methods of diagnosis and repair.
- * 4. Performs difficult repair and testing work and less skilled work as required by volume of work and limitation of personnel.
- * 5. Inspects work performed by outside contractors for conformance to specifications.
- 6. Supervises the receipt, storage and issuance of parts, materials and supplies, and prepares requisitions for replacement of used items.
- 7. Keeps shop records and reports on cost of labor and material.

***TYPICAL ADA ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES

1. Thorough knowledge of methods, terminology, practices, and safety requirements of motor repair.
2. Thorough knowledge of the functions and working mechanisms of automotive parts and assemblies.
3. Ability to use a wide variety of tools and other mechanical implements.
4. Ability to work from plans, blueprints, and specifications.
5. Ability to understand, interpret, and carry out oral and written instructions.
6. Ability to supervise the work of others.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from grade school and five years experience as an automotive mechanic.

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