

Auto Body Repair Supervisor (3706)

Task List

1. Gives verbal, written or hands-on instructions in order to direct a group or groups of journey-level employees and helpers such as Auto Body repair Supervisor Is, Auto Painters, Sheet Metal Workers, Welders, Auto Upholsters, Garage Attendants, Mechanical Helpers, Equipment Mechanics, engaged in fabricating, installing, remodeling, repairing, modifying, removing, replacing, and frame straightening of automotive and truck bodies and component parts.
2. Conducts all tailgate meetings, safety seminars, and hands-on demonstrations in order to train subordinates in areas of new procedures, safety precautions, and departmental procedures.
3. Obtains and provides written, audio and visual aids in order to train subordinates in areas of new procedures, safety precautions and departmental procedures.
4. Verbally reminds subordinates of proper safety precautions in order to train subordinates in areas of current and new department procedures.
5. Issues verbal and written warnings to subordinates and recommends desired corrective actions in order to ensure that subordinates follow Department regulations.
6. Reads and reviews content of subordinates' paperwork for completeness in order to evaluate work of subordinates and to ensure that job is being done properly and that Department standards are being met.
7. Sets priorities and assigns work by establishing importance of work by determining where most vehicles are out of commission, what parts are available, and what personnel is needed to do work in order to plan work of the unit and to ensure that vehicles are available in a timely manner.
8. Reviews repair work to be done and the priority of needs set by management in order to organize a production system that will ensure that Department priorities are met.
9. Makes decisions regarding personnel such as hiring, vacation schedules, and work assignments in order to ensure that there is sufficient staff available to perform the work of the unit.
10. Groups and files paperwork such as vehicle history folders, timekeeping information, employee records, vehicle keys, purchase requisitions, office memorandum, and uses computerized fleet information management systems (FIMS) in order to have them available for a later date.
11. Meets with various groups, evaluates situations, decides and implements course of action in order to solve problems such as repair work in progress; vendor problems including placing, receiving, and quality of orders; personnel conflicts; complaints; and understanding of instructions.

12. Visually inspects, appraises, writes written estimates and makes decisions on what repairs must be made to damaged vehicles in order to prepare work orders and to assign work to subordinates.
13. Reviews subordinates', written or electronic, time cards and time off memoranda and then manually records time worked by subordinates in time book, sheet or log in order to ensure that proper record of time worked is kept.
14. Fills out requisition forms for materials, parts, services, and office supplies in order to ensure that the shop has necessary items to operate efficiently.
15. Visually inspects work in progress such as paint, body, upholstery, bracket and installation work and secures the needed supplies and personnel by issuing verbal and written instructions to subordinates in order to expedite and to evaluate work of subordinates.
16. Opens and closes hoods, doors, trunks, compartments; turns on machines to test electrical components; road tests vehicles; looks at paint finish and part alignments in order to visually and manually inspect finished toward to determine if job is completed satisfactorily and to evaluate the quantity and quality of subordinates' work.
17. Visually inspects shop machines and equipment such as grinders, drill motors, hand tools, hydraulic hand jacks, welding equipment, goggles, protective face shields, spray booth fresh air systems, hoists, overhead cranes, sandblasting gloves, shields and other shop equipment in order to ensure that machines and equipment are in good working condition and that employees have a safe work environment.
18. Writes reports such as work accomplishments, specifications for material and equipment purchases, quality and standard reports, discipline actions, accident reports, employee evaluations, future goals, and seminar summaries in order to apprise management on status of unit work.
19. Reads current material in field of work, attends seminars and talks with others in field of work in order to recommend and/or implement changes in shop procedures to ensure that effective repairs are made.
20. Meets with supervisors and/or engineering personnel to set repair priorities by discussing repair needs based on visual inspections, review of vehicle history, and personal contact with users in order to minimize total downtime of damaged vehicles.
21. Oversees fabrication and installation of adhesive decals, letters, and other vehicle identifiers that are installed on vehicles and equipment.