

**GENERAL AUTOMOTIVE SUPERVISOR**  
**Code No. 3718**

**Task List**

Supervision

1. Plans, coordinates, and directs, through subordinate supervisors, the work of employees engaged in the operation, maintenance and repair of automobiles, trucks, trailers, motorcycles, fire apparatus, ambulances, transit vehicles, gasoline and diesel tractors, boats, watercrafts, aircrafts, pavers, earth-boring machines, street flushers, street sweepers, concrete mixers, compressors, cranes, pumps, power and hand tools, and other transportation and construction equipment in general repair shops and in such specialized shops as electrical, brake, machine, welding, carpenter, paint, tire, battery, and upholstery shops by inspecting shops, repaired equipment, and observing the operation of equipment in the field in order to maximize productivity and staff development.
2. Enforces the use of safety devices such as personal protection equipment and the observance of safety precaution protocols including Cal/OSHA required training and hazmat material handling by administering department or divisional safety programs in order to ensure employee safety.
3. Inspects shops and repaired equipment and advises on repair methods and procedures.
4. Observes the operation of equipment in the field in order to check and improve their repair methods.
5. Direct subordinate supervisors to ensure technical and safety training needs are established and met for all personnel.
6. Promotes and ensures compliance with equal employment opportunity policies and guidelines in order to ensure compliance with City, State, and Federal mandates.
7. Enforces local, state, and federal safety and environmental laws and regulations such as (ARB by ) in order to ensure compliance and mitigate punitive penalties.

Inventory, Equipment, and Budget

8. Designs, prepares, reviews, revises, and approves plans and specifications for new equipment and modifications of equipment and parts to be fabricated or purchased to ensure compliance with regulatory requirements and fulfill end user needs

9. Prepares or supervises the preparation of time and material cost estimates for equipment repair and modifications in order to ensure cost effectiveness, vehicle availability, regulatory compliance, and user needs.
10. Monitors and reviews shop cost, time, material, and personnel records and the preparation of reports on shop activities in order to ensure cost effectiveness, vehicle availability, regulatory compliance, and user needs.
11. Reviews and compiles data required to prepare the annual budget request in order to ensure regulatory compliance and shop operational needs.
12. Coordinates pilot testing on new or modified equipment in order to ensure fulfillment of operational requirements and user needs.
13. Consults with representatives of manufacturers and other agencies and suggests changes and improvements in equipment in order to meet departmental needs and regulatory requirements.

#### Written Communication

14. Prepares and supervises the preparation of analytical and narrative reports such as Bureau of Automotive Repairs, FMLA, workers' compensation, and smog reports using common computer programs and software in order to ensure a complete, thorough, and properly formatted report for submission to superiors.
15. Researches, prepares, and presents detailed reports such as vehicle utilization reports, abuse reports, and accident reports to other City departments and agencies in order to provide detailed information used for determining needs or the direction of the department.

#### Miscellaneous

16. May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.