



**University of Texas at El Paso
Job Description**

Job Code: 5356
Job Title: Automotive Shop Supervisor
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared by: Human Resource Services
Creation / Revision Date: October 21, 2010

Summary: Supervises and coordinates activities of workers engaged in Preventative Maintenance and repairs of University vehicles.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Supervises Automotive Shop personnel and projects.

Assigns scheduled maintenance work orders.

Assists workers in diagnosing vehicles.

Directs workers engaged in disassembling, assembling and repairs of engines.

Trains new employees.

Picks up and delivers cars scheduled for maintenance.

Interprets and assigns work order specifications to personnel.

Purchases and inventories shop supplies, machinery, and equipment.

Estimates labor and material cost; reports the estimate to superior and work order initiator.

Interprets company policies to workers and enforces safety regulations by conducting safety meetings.

Coordinates with department supervisors on work orders and estimates worker hour requirements for completion of job.

Recommends measures to improve production methods, equipment performance, quality of product, and working conditions to increase efficiency of shop, department, or work crew.

Analyzes and resolves work problems, or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains timecards and attendance reports.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.



Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Associate's degree or equivalent from two year College or technical school within area of assigned responsibility.

Minimum Experience required: Five years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience. Occasional travel may be required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to stand and climb or balance. The employee is occasionally required to sit. The employee must regularly lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. May be required to use Personal Protective Equipment to include: Steel toe or Non-slippery shoes, back belt, eye protection, and ear protection.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to wet and humid conditions; high, precarious places and risk of electrical shock. The noise level in the work environment is usually loud.