



**DATE ISSUED:** 06/07  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Supervisor, Automotive Services

### **JOB SUMMARY**

Serves as supervisor and lead mechanic in the maintenance and repair of all vehicles and related equipment to include maintaining physical plant grounds equipment assigned to the University. Work involves the supervision of a centralized motor pool and the responsibility of economically maintaining and servicing a wide variety of motorized automotive and mechanical equipment according to established practices. Employees in this class may be expected to perform skilled mechanical operations. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Supervisor of General Services

*Supervises:* Automotive Mechanics and Bus Drivers

### **PRIMARY DUTIES - May include, but not limited to the following:**

Inspects vehicles for compliance with state regulations.  
Observes safety and security precautions appropriate to work performed.  
Inspects, adjusts, and replaces necessary units and related parts including valves, pistons, bearings, and other parts or assemblies of gasoline, diesel and LPG fuel engines.  
Initiates work orders to include preventative maintenance scheduling and maintains records of materials and labor expended on each individual job for the purpose of cost accounting.  
Secures bids on specialized shop work such as body repairing that is beyond in-house capability.  
Requisitions all necessary supplies and parts.  
Directs the servicing of equipment with gasoline, oil, grease and other supplies.  
Gives direction to bus driver in the assignment of University functions.

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Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

Drives University vehicles as needed or required.  
Performs other duties as requested.

### **EDUCATION**

High school diploma or equivalent required.

### **EXPERIENCE**

Six years automotive mechanic experience. Job related vocational training or other education may substitute on a year for year basis for the required experience.

### **REQUIREMENTS**

Class B CDL license issued by the State of Texas and a safe driving record such as required to attain a Driver's Authorization through the university.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Thorough knowledge of methods, practices, tools, materials and supplies used in maintaining, repairing and servicing automobiles, trucks, tractors and related equipment.

Ability to supervise.

Skills in diagnosing equipment malfunctions and correcting the problem.

Ability to effectively deal with the public.

Ability to effectively communicate orally, both in person and by telephone.

Ability to read and perform written and mathematical functions.

Skill in the use of lifts, welders, grinders, presses, diagnostic equipment, voltmeter, battery tester, compression unit, drills, wrenches, screwdriver and related tools of the trade.

Ability to use a personal computer and other office equipment.

Ability to respond to respond to emergency situations in a timely manner.

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**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 occasionally required to stand; walk; sit; clean; crawl; file; kneel; sort; squat; stoop; twist the body, write by hand while performing essential functions; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job the ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an auto shop setting. The noise level is usually low to moderate. The employee may be required to travel. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, around mechanical, electrical, explosive, fume/odor, dust and chemical hazards. May move heavy equipment and boxes.

**SAFETY**

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***