TEXAS STATE UNIVERSITY
The rising STAR of Texas

Head Auto Mechanic

Job Code 50009132

General Description

Responsible for performing administrative and supervisory duties to manage the automotive maintenance shop.

Example of Duties

Schedule and assign work to staff.
Inspect work of staff to ensure quality.
Provide technical assistance.
Diagnose mechanical malfunctions/problems.
Assign or perform repairs.
Maintain a safe work environment.
Research and determine cost of vehicle repair.
Maintain and review various records/forms.
Conduct annual inventory.
Interview and hire student employees.
Monitor inventory of supplies.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: state laws regarding vehicle inspections; of shop equipment safety; of all types of vehicle repair procedures; of basic math.

Skill in: effectively directing the work of others and motivating output; of interacting courteously with others.

Ability to: understand written instructions; to read and interpret technical manuals; to use measuring devices, tapes, and gauges; to prepare clear supply requests, schedules, messages, and directions; to communicate effectively; to troubleshoot and diagnose vehicle problems.

Education and Experience

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Requires certification as a State Vehicle Inspector.