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.