

GARAGE WORKS SUPERVISOR

GENERAL

This is supervisory work involving responsibility for the operation of a garage which services and repairs automobiles, trucks, heavy equipment and machinery, etc. The incumbent receives general supervision and supervises a staff of skilled tradesmen and helpers. Supervision exercised is of an administrative as well as of a technical nature.

TYPICAL DUTIES

Plans, lays out, directs and supervises the work of a group of skilled tradesmen and helpers engaged in the repair and reconditioning of automobiles, trucks, tractors, graders, gravel loaders, snow plows and other highway construction and maintenance equipment, auto-boggans, marine motors and other motor propelled equipment.

Prepares work orders for all jobs and estimates extent and cost of repairs.

Inspects all work in progress in the shop and gives instruction to senior tradesmen and mechanics regarding methods and details of repairs.

Recommends the promotion and reassignment of employees.

Directs equipment operators.

May assume supervisory duties in absence of the supervisor.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A thorough knowledge of standard shop methods and practices and the techniques, tools, machinery and materials of the trade.

A thorough knowledge of the operating principle of diesel and other internal combustion engines.

Extensive knowledge of the construction, operation, repair and maintenance of standard motor propelled equipment and road construction and maintenance machinery.

Knowledge of occupational hazards and the necessary safe precautions.

Considerable skill in the use and operation of tools, machinery and related equipment of the trade.

Ability to plan, lay out, direct and supervise the work of skilled tradesmen and other shop workers is of prime importance.

Ability to make estimates of the cost of labour and materials and to arrange for procurement and supply.

Ability to maintain stock records and prepare reports.

Education, Training and Experience

Grade XI education and a certificate of qualification as a Diesel Mechanic and/or Automotive Mechanic. Additional related courses are an asset. A minimum of five years' experience in the automotive and/or construction equipment repair trade including some supervisory experience.

Physical Standards

Physically capable of performing the duties assigned.