



## Career Service Authority

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# Automotive Body Repair Supervisor

### GENERAL STATEMENT OF CLASS DUTIES

Supervises the work of Body Repair Workers repairing automotive, heavy duty and specialized equipment bodies.

### DISTINGUISHING CHARACTERISTICS

This class supervises the work of Automotive Body Repair Workers repairing automotive, heavy duty and specialized equipment bodies. It is distinguished from the Body Repair Worker which performs skilled trades work in the repair of damaged bodies and body parts on a wide variety of automotive equipment. It is distinguished from the Fleet Superintendent which performs second level supervisory responsibilities over skilled employees involved in City fleet vehicle maintenance operations.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

## ESSENTIAL DUTIES

Supervises skilled Automotive Body Workers in various repairs and painting of damaged vehicles and other equipment.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Prepares appraisals of damaged vehicles and provides supporting testimony of damage in court as required.

Initiates insurance claims.

Prepares work orders and may approve purchase requests.

Prepares and maintains records and reports of labor, parts, materials and maintenance costs.

Performs data entry and retrieval functions.

Ensure parts, equipment and materials are available for automotive, heavy duty and specialized equipment bodies repair.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.

Implements safety standards and develops procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher level managers.

Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Assists in the development of departmental budgets.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Conflict Management** - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

**Decisiveness** - Makes sound and well-informed decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, in order to accomplish organizational goals; causes change.

**Financial Management** - Prepares, justifies, and/or administers the budget for program area; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies.

**Flexibility** - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

**Interpersonal Skills** - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

**Leadership** - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

**Planning and Evaluating** - Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Technology Management** - Integrates technology into the workplace; develops strategies using new technology to manage and improve program effectiveness; understands the impact of technological changes on the organization.

**Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of equipment and supplies common to the area sufficient to be able to determine that proper equipment is ordered.

Knowledge of mathematics sufficient to be able to perform a variety of computations.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.

Skill in reviewing work for accuracy and completeness.

Skill in analyzing and resolving problems related to the course of the assignment.

Skill in estimating monetary damage done to vehicles.

Skill in filling out forms and completing paperwork relative to the work assignment.

Skill in preparing and maintaining a variety of work records and reports.

Skill in the use of computers for data entry and retrieval.

Skill in applying the principles of staff development to provide staff training and cross training.

***Physical Demands:***

Lifting: Raising or lowering an object 10-25 pounds

***Working Environment:***

Exposed to a variety of electro-mechanical hazards  
Exposed to hazards from electro/mechanical/power equipment  
Pressure due to multiple calls and inquiries  
Subject to many interruptions

***Education Requirement:***

Graduation from high school or possession of a GED Certificate required.

***Experience Requirement:***

Three years of full performance automotive body repair experience which must have included painting, fiberglass, plastics and welding repair.

***Education/Experience Equivalency:***

Additional appropriate education may be substituted for one year of the minimum experience requirement.

***Licensure and/or Certification:***

Possession of a valid Colorado "R" Driver's License at the time of application.

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 01/16/2006

***REVISED BY:*** Tyrone Abeyta

***CLASS HISTORY*** This spec has been reviewed as part of maintenance study. The specification has been put into the new specification format.