



DATE ISSUED: 09/14
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Assistant Supervisor, Automotive Services

JOB SUMMARY

Assists with supervision of automotive personnel and performs tasks as 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 servicing a wide variety of motorized automotive and mechanical equipment according to established practices. Employees in this class are expected to perform skilled mechanical operations. Responsible for reporting to various agencies using specific software and programs. Assists in inventory management for all university vehicles and equipment as required to perform routine and emergency maintenance. 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, Automotive Services

Supervises: Automotive Mechanics

ESSENTIAL 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.

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- 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.
- 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. Some college course work preferred.

EXPERIENCE

Seven years automotive mechanic experience. Job related vocational training or other education may substitute on a year for year basis for the required experience. Supervisory experience and/or Certifications preferred.

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.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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.

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- 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 respond to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

May move heavy equipment and boxes. The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors in an auto shop setting. 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.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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.

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Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, 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.