

	Prior 7/1/2004	After 7/1/2004
Class Code:	6541	6541
Title:	Same	Automotive/Marine Equipment Mechanic Supervisor
Pay Grade:	20	N/A
Pay Band:	N/A	Crafts/Trades
FLSA:	Exempt	Exempt

UNIVERSITY OF WEST FLORIDA POSITION SPECIFICATION

Title: Automotive/Marine Equipment Mechanic Supervisor

Job Summary:

This is work managing the University Automotive Maintenance Department.

Example description of duties (not all inclusive):

Directs the recording of expenses for department.

Develops and implements operating policies and procedures for a specific area.

Evaluates and maintains condition of equipment and tools.

Prepares and submits operating budget for a specific area.

Coordinates the maintenance, preventive maintenance, and/or service of university vehicles, engines, and related equipment.

Maintains a variety of records relating to work orders, monthly time reports, inventory and purchase of supplies and repair parts.

Inspects equipment for adherence to safety standards.

Specific job functions, position qualifications, knowledge, skills and abilities are listed on each position's job questionnaire.

Minimum Qualification Requirements:

Completion of an approved apprenticeship program in automotive repair and one year of appropriate experience; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.