



Job Description Example
First Level Automotive Supervisor

Automotive Supervisor

This is a Safety Sensitive Position. D.O.T. Testing is required.

Responsibilities:

- Supervise the maintenance and repair of automotive and construction equipment.
- Prepare and analyze reports, diagnose operating problems and plan employee work assignments.
- Coordinate the ordering of material, parts, tools and shop equipment.
- Maintain contact with internal customers on automotive problems.
- Perform other supervisory duties as assigned.
- Maintain and apply working knowledge of Company Standards for Business Controls and meet management's expectations for effective internal business controls.

Required:

- Extensive experience in the repair / maintenance of gas utility automotive and construction equipment.
- Extensive experience in transportation administrative procedures.
- Demonstrated supervisory and organizational skills.
- Demonstrated oral and written communication skills.
- Possess and maintain a valid driver's license. High school diploma or equivalent.

Desirable:

Possess computer knowledge of the Work Management system.

Note: Must obtain an acceptable score on the First Line Supervisor's Test (FLST) unless presently and directly supervising, i.e., responsible for performance review, blue collar, operating department/represented associates for a minimum of 12 continuous months.

For those who have previously taken and received an acceptable score on the FLST, but who are not presently and directly supervising represented associates, test results will be valid for a maximum period of two years from the date the test was taken.

Acceptable test results exceeding the two-year period (for those applicants not presently and directly supervising represented associates) cannot be used in bidding on or applying for a first line supervisory position for which the test was validated.