

Warren Wilson College

Position Description

POSITION TITLE: Supervisor, Auto Shop

DEPARTMENT: Auto Shop

REPORTS TO: Director of Facilities Management and Technical Services

FLSA STATUS: Non-exempt

POSITION SUMMARY:

The Auto Shop Supervisor plans and coordinates mechanical work in the maintenance and repair of mechanical equipment, machinery and vehicles. Duties include the training and supervision of a student work crew of 11+.

SPECIFIC RESPONSIBILITIES:

1. Trains, supervises and participates in the work of students performing mechanic duties on campus vehicles and small engine equipment.
2. Conducts scheduled inspections and maintenance on equipment and vehicles, including testing, cleaning, lubricating, and repairing or replacing defective parts and assemblies.
3. Performs and/or supervises contractors and staff who perform periodic maintenance functions including overhauls, tune-ups, brake repairs, and other equipment systems.
4. Maintains computerized repair history on vehicles.
5. Manages an inventory of spare parts and equipment to meet the short-term needs of the department.
6. Oversees the design and metal fabrication of necessary repair and replacement parts.
7. Performs periodic/annual inspections of the college's over-the-road vehicles for road worthiness, and ensures that all have required insurance and registrations.
8. Receives deliveries to campus via large trucks.
9. Trains students and staff in the operation of the fork lift, and supervises its safe operation.
10. Prepares and executes a ten-year fleet management plan including planned obsolescence of current vehicles and locating, inspecting and acquiring replacement vehicles.
11. Manages the department budget.
12. Maintains environmental compliance in all shop-related activities, including management of fuel and oil storage, waste, AST & UST permits and regulations, and the SPCC Plan.
13. Serves on campus committees, as appropriate and performs other duties as needed to fulfill the College's mission of academics, work, and service.

WORKING CONDITIONS:

1. Must be able to work outside during inclement weather.
2. Must be able to lift 50 pounds.

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QUALIFICATIONS:

1. ASE Certified Master Mechanic preferred, or five years in an auto shop setting with increasing responsibilities.
2. Supervisory experience required, preferably of college-aged employees.
3. Demonstrated ability to teach necessary skills and enforce rules of shop safety.
4. Proven time management and organizational skills required.
5. Computer literacy in Microsoft Excel, Word and Outlook is desirable.
6. Knowledge of proper chemical usage, environmental regulations and requirements and SPCC precautions.
7. Possession of current, and clean, NC Driver's License. CDL or ability to obtain is preferred.
8. Automobile Dealer license and or fleet management experience desirable.