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Work is reviewed for efficient and economical accomplishment within priorities and controls received. Responsible for planning, supervising, and directing, through subordinate supervisors, maintenance and repair of automotive vehicles and equipment, repair and fabrication of furniture and operation and accountability of the tool room for 10th ASG and all serviced activities on Okinawa. Plans operations on a weekly and monthly basis, to meet overall schedules and requirements established at the next higher level. Determines the sequence, priorities, and deadlines for all work to meet schedules and requirements. Adjusts assignments, priorities, etc. Determines the numbers of workers needed for specific jobs, and redirects workers and other resources test equipment, stands, etc. Coordinates with higher level supervisors when adjustments are needed to overall schedules; and with customers and support organizations to insure timely and effective support is provided and conflicts are avoided. Organizes, coordinates, and directs the work activities and personnel of the units supervised. Assigns and explains work requirements, methods and procedures to subordinates, sets deadlines and sequence of operations. Selects workers and assigns tasks to be performed. Instructs subordinates in new procedures and provides advice when problems arise. Reviews work in progress or on completion. Adjusts plans, assignments, and methods as necessary to accomplish the work as effectively and economically as feasible. Determines equipment, supplies, and maintenance required. Assures that material is ordered and delivered to work sites to prevent delays in work. Coordinates work of unit with other units that may be involved. Promotes and administers a variety of management programs for the units supervised, such as safety, cost reduction, incentive awards, beneficial suggestions, and quality assurance, within policies and procedures established by higher authority. Develops performance standards, counsels employees on performance, and makes formal and informal performance appraisals. Reviews job descriptions for currency and accuracy and makes necessary changes; reports detailing of employees to jobs other than their own. Interviews candidates for vacancies, and recommends selections. Counsels employees on problems and adjusts informal complaints through discussions with employees and union representatives. Initiates proposals for formal disciplinary action as needed. Schedules and approves leave of subordinates. Maintains production reports and records. Within assigned area assures that equal opportunity programs are implemented and operational to accomplish equal employment opportunity goals in accordance with DA and local policies. Foreign Exemption - Note: Exercises appropriate management responsibility primary duty over a recognized organizational unit with a continuing function, AND b. Customarily and regularly directs 2 or more employees, AND c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Chapter 2 : Mechanic Supervisor Jobs, Employment | www.nxgvision.com

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The job of an auto shop service manager is to alleviate your fears. Serving as a liaison between mechanics and customers, an auto shop manager tells the story of what needs to be done and ensures the customer is happy. **Job Description** An auto shop service manager oversees all business and administrative aspects of a service center. Hiring, training and evaluating mechanics and support staff are the main duty of this position. Since the automotive industry is constantly evolving, ensuring staff undergoes continuing education is imperative. Auto shop service managers must also stay abreast of warranty information and pricing changes. In addition to managing personnel, an auto shop service manager handles the business side of the operation. Marketing and setting business goals is a critical duty of this position. Retaining employees is predicated upon continual business. Special promotions and initiatives to retain customers is a creative duty of an auto shop service manager. The most important part of the job is customer service. When a customer calls for an appointment, an auto shop service manager must ask the right questions and reassure the customer that the vehicle will be serviced properly. **Education Requirements** While not required, a post-secondary degree in automotive technology management is ideal. This degree program will best prepare you for a management role associated with an automotive dealership, industrial setting or as a technical trainer. Course topics include supervising technicians, budgetary planning, industry communication, business planning, customer service, sales, efficiency and production tracking. Other outcomes of the program include a research project focused on the automotive industry and experience writing professional reports. Securing an internship in a car dealership or working as a mechanic while in school will help you bring classroom learning to life. Dealerships and larger operations may offer bonuses based upon income generation. Additional compensation includes benefits, profit sharing and retirement packages. **Years of Experience** Experience as a mechanic or a strong understanding of automotive engineering is necessary to become an auto shop service manager. Similarly, demonstrated experience with customer service and administrative services is essential. **Job Growth Trend** Jobs for administrative services managers are expected to expand by 10 percent. An increase in sales of used cars, due to lease returns, will favor the need of automotive repairs.

Chapter 3 : Supervising Automotive Mechanic, C - National Learning Corporation

Some mechanics operate their own business and take on management functions such as setting prices, advertising, training, and supervising staff. Auto Mechanic Salaries According to the Bureau of Labor Statistics, automotive service technicians and mechanics earned an average of \$38, in

Chapter 4 : 20 Best Automotive Mechanic Supervisor jobs (Hiring Now!) | Simply Hired

Salaries: Supervisor salary - Production Supervisor salary - Automotive Mechanic salary Be the first to see new Mechanic Supervisor jobs My email: Also get an email with jobs recommended just for me.

Chapter 5 : DCAS - Work for the City - Archive Promotional Examinations

automotive mechanic supervisor (cont.) Assists Fleet Manager or Assistant Fleet Manager in personnel and other shop related problems and makes suggestions and recommendations for their solution.

Chapter 6 : Ebony Career Center

Supervising Auto Mechanic Page 2 Prepared by Mendocino County HR, of cars and trucks in a mechanic shop or

garage, with at least one year of lead work experience; or an equivalent.

Chapter 7 : Auto Mechanic Resume Samples | JobHero

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Chapter 8 : Supervisor Auto Mechanic | Jobs in UAE by A Leading Tyres Trading Company in the UAE | G

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Chapter 9 : LEAD AUTOMOTIVE MECHANIC | UNH Human Resources

Automotive Mechanic (Supervisor) Overview This job series covers positions responsible for troubleshooting and repairing a variety of automotive systems such as engines, transmission and gear reduction systems, transaxles, drive line and rear axle assemblies, electrical and electronic systems, fuel injection systems, emission control systems.