Chester County
Job Opening Announcement

POSITION: AUTO MAINTENANCE SUPERVISOR

OFFICE: AUTO MAINTENANCE DEPARTMENT

INTERNAL POSTING: POSTED 02/26/2020, WILL CLOSE 03/06/2020

JOB FUNCTIONS: Plans, schedules, supervises, reviews and evaluates the work of assigned staff. Recommends selection of staff; trains staff in work procedures; administers discipline as required. Assists in developing and implementing goals, objectives, policies, procedures and work standards for automotive maintenance and repair activities. Plans supervises, and coordinates the work of a crew providing servicing, preventative maintenance and repair for automobiles, light and heavy trucks, construction and other fleet equipment. Provides training to new employees on all aspects of safety requirements relevant to their position; provides updated safety training on an as needed basis. Requisitions supplies, tools, and materials required to perform require maintenance and repair work; confers with parts staff to maintain and inventory or regularly used materials and supplies. Diagnoses and performs repairs and overhauls to both gasoline and diesel engines, involving inspection and replacement of broken or worn parts such as pistons, piston rings, valves, bearings, fittings, and gaskets.

This is a working supervisor position. The shop staff consists of the Supervisor, Technician, and a helper.

REQUIREMENTS: High School Diploma/GED, successful completion of a recognized apprenticeship in the automotive trade, AND three (3) years of journey-level experience in the maintenance and repair of vehicles and heavy construction equipment; OR an equivalent combination of education, training, and experience

APPLICATION GUIDELINES: Submit resume/application to: Chester County Human Resources, P.O. Box 580, Chester, SC 29706.

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