CITY OF OCEANSIDE

REVISED: JANUARY 2006
CLASS CODE: 2221ME
UNIT: MECO

GARAGE SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, supervises personnel engaged in the repair, towing and maintenance of a wide variety of automotive equipment; and performs other related work as assigned.

EXAMPLES OF DUTIES – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Schedules and supervises subordinates engaged in repairing, overhauling, adjusting, towing, and servicing a wide variety of transportation and related automotive equipment; determines job requirements and estimates costs; interfaces with client departments and individuals in evaluating equipment needs and establishing shop priorities; establishes work standards and evaluates work while in progress, and upon completion; advises and assists workers in resolving work-related problems; enforces automotive safety regulations; assists in the selection, training and evaluation of shop personnel; requisitions materials, tools and equipment; maintains and prepares records; may prepare bid specifications and inspect equipment submitted by bidders to ensure conformance with specifications; may deal with outside vendors regarding equipment acquisition, warranty requirements and contracts; and performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

The principles and practices of supervision.
The use of oils, greases, oil and lubricating tools, and other materials used in maintenance and lubrication of motorized mechanical equipment.
Supervise, train and evaluate assigned staff.

Ability to:

Make adjustments or repairs to automotive and heavy equipment.
Drive a wide variety of motor vehicles.
Maintain repair and service records.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

Three years of experience in servicing automotive equipment, including supervisory experience.

Training:

Graduation from high school or the equivalent, supplemented by technical courses in automotive repair.

License:

A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Automotive garage environment; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, twisting, bending, stooping, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; visual acuity for reading schematics and plans.