

ASSISTANT GARAGE SUPERVISOR

DEFINITION

Assists in supervising the maintenance and repair of a variety of automotive equipment and is responsible for a garage facility during an assigned shift.

TYPICAL DUTIES

Assists in supervising garage personnel in the maintenance and repair of a variety of automotive equipment and is responsible for the operation of a garage during an assigned shift.

Plans, schedules, and supervises the overhaul, maintenance, and repair of equipment such as various makes and models of gas and diesel trucks, alternative fueled equipment, school buses, crawler and wheel tractors, skip loaders, forklifts, rollers, passenger cars, portable air compressors, generators, trailers, and other support equipment.

Supervises the rebuilding of vehicle components, such as engines, transmissions, and differentials.

Supervises the repair and adjustment of hydraulic systems.

Authorizes or recommends the authorization of major repairs and advises on the diagnosis of mechanical problems and the extent and type of required repairs.

Provides technical advice and training to mechanics and assistants and checks their work.

Maintains manual and computerized records pertaining to vehicle inspection schedules, California Highway Patrol inspections, and other required data.

Regulates traffic, parking, and the delivery of vehicles.

Participates in the progressive disciplinary process by initiating conferences with employees.

May act in place of a Garage Supervisor during absences.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Garage Supervisor assists in supervising fleet maintenance personnel in the repair of a variety of automotive equipment and is responsible for a garage during an assigned shift.

A Garage Supervisor is responsible for the operation of a garage, which includes the supervision of repair, maintenance, and servicing of a variety of automotive and related equipment.

An Automotive Mechanic (Bus-Truck) repairs and maintains heavy-duty buses and trucks, passenger automobiles, and other automotive equipment.

SUPERVISION

General supervision is received from a Garage Supervisor. General supervision is exercised over Automotive Mechanics (Bus-Truck), Automotive Mechanics, Garage Assistants, and Garage Attendants.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of automotive mechanics and electrical systems
- Alternative fuel systems, including Compressed Natural Gas (CNG) and propane
- Care and use of automotive-repair tools and equipment
- Truck and bus electrical and electronic systems
- Body and fender repair techniques
- Truck and bus braking systems
- Hydraulic systems and controls
- Commercial location of automotive parts and equipment
- California Vehicle Code relating to requirements for air brake systems in heavy trucks and school buses
- Basic South Coast Air Quality Management District and State Water Resources Control Board regulations pertinent to garages
- Effective supervisory and training principles and techniques
- Laws, codes, and procedures pertaining to safety and school bus maintenance
- Applicable labor contracts and District, Transportation Services Division, and Personnel Commission rules, procedures, and practices
- Microsoft Word, Excel, and Outlook

Ability to:

- Supervise, direct, train, and evaluate the work of subordinate personnel
- Organize the work of a shift within a garage and supervise others in automotive service and repair
- Use and adjust automotive precision and testing equipment
- Diagnose causes of automotive malfunctions
- Estimate parts and labor requirements
- Make accurate inspections of vehicles
- Demonstrate and explain repair methods
- Operate a computer
- Utilize basic operations of the current vehicle garage maintenance system
- Work effectively with others

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Three years of journey-level experience in heavy-duty bus or truck mechanical work. Completion of the Los Angeles Unified School District's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I or a supervisory program at a community college or university is preferable.

Special:

A valid California Driver License.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
11-23-15
JPK