

ASSISTANT GARAGE SUPERVISOR

NATURE AND VARIETY OF WORK

This is skilled and technical supervisory work assisting a Garage Supervisor in directing and coordinating the daily maintenance and repair activities of a shift or a garage maintenance facility. Incumbents are responsible for supervising and coordinating the work of skilled and semi-skilled employees engaged in the service, preventive maintenance and repair of a variety of light to heavy motorized equipment, vehicles, or fire and rescue apparatus. Work is performed with a considerable degree of independent judgment under the general supervision of a Garage Supervisor, and is evaluated in terms of work production, timeliness, and adherence to established policies and procedures.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans, and supervises the work of skilled and semi-skilled subordinates.

Schedules and coordinates the service and preventive maintenance on vehicles, motorized equipment or fire and rescue apparatus with operating agencies.

Expedites the procurement of parts and equipment.

Inspects and reviews all work performed.

Provides technical advice and assistance on difficult and complex jobs.

Writes descriptions of jobs performed and checks time and material required for repair and maintenance assignments.

Instructs/trains mechanics, apprentices and helpers on the modern methods and procedures used in the repair and maintenance of vehicles, motorized equipment, or fire and rescue apparatus including the use of modern test equipment and tools.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of maintaining, repairing and completely rebuilding vehicles, equipment, and apparatus, and of shop operations and management.

Considerable knowledge of preventive maintenance procedures, and of latest materials, methods and practices used in the repair and maintenance of vehicles, motorized equipment and fire and rescue apparatus.

Ability to perform highly skilled repair and maintenance assignments.

Ability to instruct others in the modern methods and procedures used in the mechanic trade.

Ability to instruct operators and others in the techniques of preventive maintenance for which they are primarily responsible.

Ability to prepare and maintain necessary records and reports.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Must have high school diploma/GED or equivalent combination of training, education or experiences; plus three (3) years of full performance-level experience in the mechanical field, servicing, repairing, and performing preventative maintenance on a wide variety of light, medium and heavy motorized equipment, vehicles or rescue and fire apparatus, to include at least two (2) years of supervisory experience.

CONDITIONS OF EMPLOYMENT

Must be certified in applicable specialty areas.

Must possess a valid driver's license appropriate for the equipment to be repaired.

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