

## GARAGE SUPERVISOR

### DEFINITION

Supervises the maintenance and repair of a variety of automotive equipment and is responsible for the operation of an entire garage.

### TYPICAL DUTIES

Plans, schedules, and supervises the work of a group of fleet maintenance personnel, including heavy-duty fleet mechanics and other garage personnel engaged in shop and field mechanical repair, body repair and painting, reupholstery, maintenance, and servicing of motor driven equipment, such as light and heavy trucks and (electric) buses, automobiles, skip loaders, tractors, forklifts, stationary power plants, air compressors, and portable welding equipment, trailers, and other support equipment.

Supervises and participates in making diagnoses of equipment malfunctions and determines repairs needed.

Coordinates and schedules the repair, maintenance, and servicing of automotive and related equipment with the needs of requesters and other District organizational units, including central sheet metal, machine, lock, and carpentry shops.

Confers with representatives of public and private organizations, including vendors, to obtain and provide information and discuss problems concerning the repair, maintenance, servicing, safety, air quality control, and legal requirements of automotive and related mechanical equipment.

Inspects the installation and repair of air quality control devices on internal combustion equipment.

Reviews repair orders and daily time reports to determine that production standards are met.

In emergency situations, secures parts that cannot be obtained through regular channels.

Dispatches personnel for and responds to emergency calls on the road at any time of day or night.

Assists in the preparation of specifications for garage equipment and tools.

Initiates requisitions for shop equipment, supplies, materials, and parts.

Makes recommendations concerning bids for repairs, supplies, and parts.

Keeps accurate records of work performed, supplies and materials expended, inventories, and accidents, including the estimated cost of repairs and related reports.

Supervises online computer record systems related to vehicle maintenance, personnel data, and other miscellaneous data processing applications.

Conducts informal meetings with fleet personnel who initiate a grievance process and verifies that all related protocols are being followed.

Participates in the administration of employee performance evaluations and application of the progressive discipline process.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

The Fleet Maintenance Manager is responsible for supervising automotive maintenance and repair work of the District and establishing and implementing plans, policies, programs, and standards of the Fleet Maintenance Section.

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.

## SUPERVISION

General supervision is received from the Fleet Maintenance Manager. Supervision is exercised over a group of automotive maintenance and storekeeping personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Design, construction, assembly, adjustment, maintenance, repair, and servicing of heavy buses and trucks, automobiles, motor driven construction equipment, trailers, and other transportation support equipment
- Alternative fuel systems, including Compressed Natural Gas (CNG), electric/hybrid vehicles, and propane
- Safety practices related to shop and field repair, maintenance, and servicing of automotive equipment
- Practices, processes, materials, machines, and tools of the trade
- California Vehicle Code and federal standards pertaining to automotive equipment
- Applicable labor contracts and District and Personnel Commission rules, procedures, and practices
- California Vehicle Code relating to requirements for air brake systems in heavy trucks and school buses
- South Coast Air Quality Management District and State Water Resources Control Board regulations pertinent to garages
- Principles of progressive discipline procedures
- Microsoft Word, Excel, and Outlook

### Ability to:

- Organize the work of a garage and supervise others in the repair, maintenance, and servicing of automotive and related equipment
- Make cost estimates of repair work
- Read blueprints and automotive diagrams
- Write reports and instructions
- Keep inventories of supplies and materials
- Requisition supplies economically
- Follow written and oral directives
- Perform automotive mechanical work and use the tools of the trade
- Work and communicate professionally and effectively with others
- Operate a computer
- Operate the current vehicle garage maintenance system

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency preferably supplemented by 12 semester or equivalent quarter units of college-level courses in business writing, communication, operations management, or related subjects.

Experience:

Four years of journey-level experience in heavy-duty bus or truck mechanical work that includes two years in a supervisory capacity. 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 driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

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.

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JPK