



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: GARAGE SERVICE ATTENDANT I-III

DEFINITION: Under immediate supervision, services, tows, and performs preventive maintenance, adjustment, and minor repair of automotive and other motorized equipment.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs entry-level duties of the classification

Grade Level II - Performs journey-level duties of the classification

Grade Level III - Performs the complex duties of the classification and may act in a lead capacity

EXAMPLES OF DUTIES:

- Supplies motor vehicles with gas, oil, air and water;
- Lubricates all types of power equipment;
- Makes minor repairs and adjustments;
- Replaces light bulbs and fuses;
- Examines, charges and replaces batteries;
- Repairs tires and tubes;
- Cleans and washes vehicles;
- Cleans shop areas and repairs equipment;
- Assists mechanics and other skilled trades persons on assigned jobs;
- Delivers vehicles and/or people to various locations;
- Maintains and repairs gutter and street brooms;
- Observes safety rules and regulations;
- Operates a tow truck and tows vehicles;
- Operates a fork lift and electric cart;
- May act in a lead capacity;
- May maintain records of pool vehicle operations and other activities;
- May open and close shop work orders using computerized Fleet Management system;
- May interact with vendors and/or customer departments via phone, fax, e-mail and in person;
- May assist in lien sales and property disposal procedures;
- May train, assign, or direct the work of subordinate personnel;
- May utilize computerized inventory and financial systems;
- Performs other related duties as required.

GARAGE SERVICE ATTENDANT I-III (continued)

MINIMUM REQUIREMENTS:

- One year full-time paid experience performing automotive and motorized equipment servicing and maintenance which required a working knowledge of tools, equipment, materials, and procedures used in the preventive maintenance, adjustment, and minor repair of automotive and other motorized equipment; or one year full-time paid experience in towing vehicles under a variety of conditions;
- Recent vocational training at an accredited institution, in Auto Mechanics or closely related field may be substituted for up to six (6) months of the required experience;
- Ability to maintain simple records;
- Ability to work cooperatively with others, including the public;
- Willingness to work shifts, weekends and holidays as required.
- A valid California Class C motor vehicle operator's license;
- Some positions may require a valid Class A or Class B California motor vehicle operator's license and compliance with the Anti Drug and Alcohol Misuse Prevention Program as required by the Department of Transportation (DOT) Drug and Alcohol Testing Regulations for Drivers of Commercial Vehicles;
- Some positions may require the ability to pass a through background investigation for use of police computer data bank systems;
- Some positions may require a working knowledge of fuel, ignition, electrical, cooling and braking systems.

HISTORY:

- Revised to make level III a lead position on 04/26/07.
Approval/Adoption Dates: 05/16/07 – Human Resources Department
05/16/07 – Civil Service Commission
- Revised: 11/08/82, 05/01/74.
- Added grade level III:
- Approval/Adoption Date: 05/03/2000