



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: GARAGE SUPERVISOR**

**DEFINITION:** Under direction, supervises personnel engaged in the repair, towing and maintenance of a wide variety of automotive equipment.

**EXAMPLES OF DUTIES:**

- Schedules and supervises subordinates engaged in repairing, overhauling, adjusting, towing, and servicing a wide variety of transportation, construction 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 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;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Open to present City employees who have completed their probationary period and who have two or more years service as a Senior Equipment Mechanic, Equipment Mechanic, Senior Body and Fender Mechanic - Painter, Body and Fender Mechanic - Painter or any combination of these classifications; a good knowledge of all duties of the classification; a satisfactory efficiency rating; willingness to work nights, weekends, shifts and holidays and overtime as required.

Proof of a valid motor vehicle operator's license must be presented at time of filing.

A Class 1 driver's license may be required after appointment.

**HISTORY:**

Revision of Classification Specifications dated 06/23/80. Grade Levels I, II and III deleted 06/26/82.

Approval/Adoption Date: 11/08/82