



CITY OF LONG BEACH  
DEPARTMENT OF FINANCIAL MANAGEMENT  
**EMPLOYMENT OPPORTUNITY**  
**GARAGE SERVICE ATTENDANT I NON-CAREER**  
\$15.963 - \$21.816 per hour

### THE POSITION

The Department of Financial Management's Fleet Services Bureau has immediate openings for part time Garage Service Attendant Non-Careers to serve as vehicle service technicians, vehicle out/up-fitting technicians, and vehicle towing and recovery service technicians. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits. Non-career employees are limited to 1600 work hours per service year and are not guaranteed a minimum number of work hours.

### EXAMPLES OF DUTIES

- Performs preventive maintenance and lubrication on all types of power equipment;
- Makes minor repairs and adjustments to all types of power equipment;
- Assists Equipment Mechanics and skilled tradespersons;
- Installs various components as part of vehicle out/up-fitting;
- Troubleshoots vehicle wiring, lighting, and electronic systems;
- Repairs, replaces, and mounts all types of vehicle tires;
- Operates various towing equipment and performs complex vehicle recovery;
- Assists with lien sales and property disposal procedures;
- Operates a fork-lift;
- Performs LNG fueling and fuel site maintenance;
- Cleans shop areas and repairs service equipment;
- Observes safety rules and regulations;
- Delivers vehicles and/or transports people to various locations;
- Cleans, washes, and delivers vehicles and equipment;
- May open and close shop work orders using computerized Fleet Management system;
- May use computers and related equipment to diagnose vehicles/equipment, enter data, track work, and produce reports; may interact with vendors and/or customer departments via phone, fax, e-mail and in person;
- Performs other duties as required.

### APPLICATION PROCESS

This recruitment may close at any time and without further notice. Interested applicants must submit an application including detailed work history online at the following address:

<http://agency.governmentjobs.com/longbeach/default.cfm>

Only those candidates clearly meeting the minimum requirements will be invited to participate in the selection process, which will include an interview by a selection panel and a thorough background and reference check. Candidates will be required to present a current DMV 10-year driver history printout at the time of the selection interview.

### MINIMUM REQUIREMENTS

- One year (full-time equivalent) of paid experience towing vehicles under a variety of conditions OR one year of paid experience performing automotive and motorized equipment servicing and maintenance;
- Recent vocational training (proof required) at an accredited institution in Auto Mechanics or a closely related field may be substituted for up to six months of the required experience;
- A valid Class C Driver's license is required and Some positions require a valid Class A or B Commercial Driver's license and compliance with the Anti-drug and Alcohol Misuse Prevention Program;
- Candidates must be able to maintain simple records, and work cooperatively with others, including the public;
- Willingness to work all shifts including nights, weekends and holidays.

***AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.***

This information is available in an alternate format by request to the Department of Public Works Personnel Division at (562) 570-4686. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your application or call (562) 570-4686.