

SUPERVISOR OF GARAGE SERVICES

Department:	Police
Workweek:	Monday through Friday, 7:00am until 3:30pm
Wage:	Per Ordinance
Definition:	Under direction, has charge of the repair, maintenance, storage, and other activities of a garage; does other related duties as required.
Skills/ Duties:	<p>Ability to read, write, speak, understand, and communicate in English.</p> <p>Possesses good organizational skills.</p> <p>Knowledge of methods and procedures used in servicing, maintaining, repairing, accessing and using multiplex systems, and adjusting automotive equipment, including light trucks.</p> <p>Ability to read and use technical manuals, specifications, diagrams, schematics and similar guides to make repairs to vehicles and equipment.</p> <p>Ability to provide instructions and supervise work performance</p> <p>Ability to see that equipment is serviced promptly and to handle emergency situations.</p> <p>Ability to provide for the economical disposition of parts and supplies and safe storage of automobiles within the garage.</p> <p>Ability to keep records and prepare reports.</p> <p>Ability to learn to utilize various types of electronic and manual recording and information systems used by the agency.</p>
Experience:	<p>Four (4) years of experience in the servicing, maintenance, and repair of varied types of motorized equipment including automobiles and trucks.</p> <p>One (1) year experience as a Senior Mechanic, or equivalent position.</p> <p>Have attended at least one (1) or more seminars relating to supervision.</p> <p>Must have a valid driver's license with an acceptable record.</p>