

GARAGE ATTENDANT, 3531
SENIOR GARAGE ATTENDANT, 3533

Summary of Duties : Services, lubricates and performs other non-repair servicing of cars, trucks, and motorcycles; or may serve as an apprentice in one of the automotive crafts; or supervises employees engaged in non-repair servicing of trucks and passenger vehicles; and does related work.

Distinguishing Features : Employees of these classes are involved with the non-repair servicing of automobiles, trucks, and motorcycles; however, occasionally, they may be required to perform minimal work involving non-skilled equipment disassembly. A Garage Attendant may receive close supervision in a large garage, or general supervision supplemented with manuals, lubrication charts, and special instructions in a smaller garage. A Senior Garage Attendant receives general supervision concerning policy and methods and is responsible for the proper servicing of equipment. An employee of this class may spend a substantial portion of time working with subordinates.

Examples of Duties : Garage Attendant : Lubricates automobiles, trucks, including special purpose trucks, and motorcycles; changes oil and oil filters; drains, flushes, and refills transmissions and differentials; replaces small nonmechanical parts such as mirrors, windshield wiper blades, license plates and light bulbs; reports damaged equipment and mechanical defects; checks and dispenses fuel, oil, water, brake fluid, and antifreeze; tests, services, recharges, and changes batteries; changes and makes minor repairs to tubes and tires and maintains correct air pressure; dusts, washes, polishes, and steam cleans equipment; keeps records of servicing performed and materials used or issued;

Keeps watch and performs janitorial duties in a garage incidental to servicing; maintains and makes minor repairs to servicing equipment; may be required to make minor repairs to vehicles and assist equipment mechanics by removing and replacing defective radiators, hoses, fan belts, batteries and by doing other non-skilled tasks; maintains a small supply of tools and materials; drives cars and buses to transport officials and employees; operates transportation equipment during servicing operations or to tow disabled vehicles to a stop; washes, waxes, and parks vehicles; may serve as a helper in a battery and electroplating shop; may act as an attendant at an official or employee parking lot and may enforce parking regulations; and may serve as an apprentice in one of the automotive crafts and participate in an established program of on-the-job training and classroom instruction.

Senior Garage Attendant : Assigns, supervises, inspects, and participates in the work of a group of Garage Attendants; enforces

safety rules and regulations; is responsible for the training and discipline of subordinate personnel; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; checks fuel and oil tank readings and gas and oil tickets to determine amounts used; keeps cards, work sheets, and reports;

Experiments with polishes, wax glass cleaners, accessories, and other new products and prepares reports of results; makes recommendations for changes and improvements in procedures; and may dispatch passenger vehicles from a pool.

Employees of both of these classes may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges</u>	<u>Garage Attendant</u>	<u>Senior Garage Attendant</u>
Methods, materials, lubricants, tools, and equipment used in servicing transportation equipment;	Good	Good
Driving and traffic regulations;	Good	Good
Servicing requirements of various types of transportation equipment;		Good
Safety rules, principles and practices including accident and fire prevention methods in garages;	General	Good
Laws and regulations related to equal employment opportunity and affirmative action;		Working
City personnel rules, policies and procedures;		General
Memoranda of understanding as they apply to subordinate personnel;		General
Supervisory principles and practices;		General
Passenger vehicle dispatching methods.		General
 <u>Abilities :</u>	 <u>Garage Attendant</u>	 <u>Senior Garage Attendant</u>

Do non-repair servicing of transportation equipment;	X	X
Drive transportation equipment safely and according to traffic regulations;	X	X
Operate all types of transportation equipment for servicing or towing purposes;	X	X
Keep routine records and make routine reports;	X	X
Instruct and supervise a group of Garage Attendants.		X

Two years of experience as a Garage Attendant or in a class which includes at least at that level and which provides experience in servicing and lubricating transportation equipment is required for Senior Garage Attendant.

License: Both classes: A valid California driver's license and a good driving record are required.

Physical Requirements: Garage Attendant: Strength to perform average lifting up to 25 pounds and occasionally over 70 pounds; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent; arm, hand, and finger dexterity involved in reaching, handling, and feeling; and good eyesight.

Senior Garage Attendant: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.