

SERVICE STATION ASSISTANT SUPERVISOR

PURPOSE AND NATURE OF WORK

Positions so classified assist in planning and supervising the servicing of fleet automobiles, trucks and related equipment. The servicing provided is non-mechanical and includes assisting and instructing LCG personnel in use of Fuelman, changing oil, greasing, lubricating, fixing flats, and checking batteries and tires. Incumbent assists in training and supervising a group of Service Station Attendants. Work is performed with some degree of independence in accordance with established policies and procedures. Incumbent assumes supervisor's responsibility in his absence.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assist in planning and supervising the servicing of fleet automobiles, trucks and related equipment. The servicing provided is non-mechanical and includes assisting and instructing LCG personnel in use of Fuelman, changing oil, greasing, lubricating, fixing flats, and checking batteries and tires. Incumbent assists in training and supervising a group of Service Station Attendants. Work is performed with some degree of independence in accordance with established policies and procedures. Incumbent assumes supervisor's responsibility in his absence. Makes continuous inspections of services performed, facilities and related equipment used. Assists in developing a program for scheduled servicing of fleet vehicles. Trains and instructs personnel in automotive service and practices and procedures. Assists fleet supervisor in preparing reports and inventory. Assists subordinates in hand washing cars and light trucks only. Greasing, changing oil and filters, changing and repairing tires. Maintains records in an automotive software system.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of the service of the fleet vehicles and equipment for which servicing is provided.

Knowledge of computer applications as required by area of assignment.

Ability to plan and carry out a servicing program in accordance with set policies and procedures.

Ability to train and supervise subordinates in the specific operations and requirements of the LCG fleet service station.

Ability to maintain records and submit reports on servicing operations in the absence of the supervisor.

Ability to establish and maintain effective relationships with superiors and other employees.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from high school and considerable experience in servicing fleet equipment, including supervisory experience, or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana Driver's License.