

## SERVICE STATION MANAGER

Code No.: 910009

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible managerial position within the vocational/technical program of the City School District. Employees of this class are responsible for managing the daily operations of a service station training center as well as supervising and critiquing the work and performance of high school student workers. Formalized instruction is not a responsibility of this class. Direct supervision is exercised over high school student workers. General supervision is received from a senior staff member. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Inspects motor vehicle repairs and maintenance while in progress and at completion;

Supervises high school student workers working in both the island and bay areas;

Supervises the handling of cash and products;

Orders motor vehicle supplies;

Maintains service station inventory;

Makes estimates on motor vehicle repairs;

Computes figures for the completion of daily "trick" sheets, ledgers, and books;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of service station operations; thorough knowledge of safety precautions and procedures as they relate to service station operations; skill in the repair and maintenance of motor vehicles; supervisory ability; ability to maintain simple records; ability to communicate effectively orally; ability to relate service station practices and procedures to student workers; ability to establish effective working relationships; ability to maintain an inventory; tact; judgment; dependability; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus two (2) years experience as an automotive mechanic or heavy equipment mechanic functioning at the journeyman level, one (1) year of which shall have been in a responsible supervisory capacity.

NOTE: Additional experience cannot be substituted for the high school

requirement.

REVISED: February 26, 1981