

Jurisdictional Class: Competitive  
Adopted: May 17, 1988  
Revised: May 17, 2010

## **GARAGE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves critical supervisory work responsible for fleet maintenance and repair activities for diversified types of equipment including heavy construction equipment, light work truck vehicles, police pursuit vehicles, and passenger type vehicles. The incumbent must possess a thorough knowledge of computerized diagnostic and trouble shooting procedures and possess the ability to logically diagnose vehicle component malfunctions. Management of an inspection station licensed under the New York State Vehicle Safety Inspection Program is required and an in-depth knowledge and the ability to utilize computerized equipment for the purpose of conducting vehicle inspections as part of the New York State Safety Inspection Program is essential. Work is performed independently with significant leeway permitted in exercising independent judgment and decision making in carrying out details of the work. This position exercises direct supervision over staff mechanics and employees in the parts and inventory section for the Highway Department. The incumbent does related work as required and reports to the Highway Superintendent.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Supervises and provides direction to staff mechanics in both heavy and light vehicle repairs, which are diversified in nature and involve both diesel and gasoline type engines with newer computerized engine and emission technology;
- Coordinates, plans, and schedules fleet maintenance and repair activities for County owned heavy highway construction equipment, light pickup trucks, police pursuit vehicles, and automotive passenger vehicles;
- Monitors preventative maintenance schedules and plans and prioritizes preventative maintenance activities;
- Manages the parts and inventory section, ensuring purchasing procedures are followed, bench stock levels are adequate, and restocking points are accurately tracked, and ensures inventories are accurate and procedures are within generally accepted accounting practices;
- Manages and operates a New York State Licensed Fleet Inspection Station including the automated computer management system and ensures required paperwork is accurate and up to date and that station requirements are adhered to;
- Oversees the safety inspection program as performed by others and conducts safety inspections on both heavy and light equipment utilizing computerized technology;
- Conducts computerized light vehicle emissions testing;
- Instructs mechanic staff on procedures and protocols;
- Develops specifications for all new equipment purchases and, in conjunction with the Highway Superintendent, develops annual budget requirements for the machinery fund;
- Oversees the preparation of vehicle work orders and ensures accurate tracking of maintenance and repairs for each vehicle and makes recommendations to the Highway Superintendent on vehicle service life.

## Garage Supervisor

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Thorough knowledge of heavy construction, light construction, and automotive equipment and components including computerized engine technologies, advanced emission systems, computerized diagnostic equipment, troubleshooting protocols, methodologies associated with maintenance, repair and rebuild procedures, and the New York State Safety Inspection Program including computerized air emissions testing equipment and procedures;

Thorough knowledge of inventory systems and procedures, including development of bench stock levels, tracking of material issues, reorder points, and inventory control procedures;

Thorough understanding of preventative maintenance programs and the associated automatic refueling equipment and computerized tracking technology;

Ability to work independently;

Ability to plan, organize, and schedule all required fleet maintenance activities for a diversified number of vehicles involving various county departments;

Ability to effectively conduct oneself in a professional and courteous manner, communicate, prepare written reports, solve complex problems, and supervise the work of others;

Ability to motivate and lead others;

Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State registered college, university, or technical school with an Associate's Degree or certificate in automotive repair technology or closely related field and four (4) years of experience in the maintenance and repair of motorized equipment including New York State Safety Inspections; one (1) year of which shall have been in a supervisory capacity; or

(b) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in the maintenance and repair of motorized equipment including New York State Safety Inspections; two (2) years of which shall have been in the maintenance and repair of heavy equipment including the use of computerized engines, emissions and diagnostic equipment and one (1) year of which shall have been in a supervisory capacity; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above but no substitution can be made for the one (1) year of supervisory experience in the maintenance and repair of motorized equipment.

**SPECIAL REQUIREMENT:** Possession of a New York State Inspection License for both heavy and light equipment at the time of appointment. Possession of a Class B or higher New York State CDL driver's license at the time of appointment with endorsements as required.