

## **GARAGE SUPERINTENDENT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important administrative position for the Department of Public Works. The incumbent has overall responsibility for the County's fleet of vehicles, trucks, and highway construction and maintenance equipment. This responsibility includes overseeing maintenance, repairs, equipment modification, parts management, vehicle and equipment purchase, and overall garage facility management. This position differs from the Automotive Service Center Supervisor and Equipment Mechanic Supervisor titles in that those positions require specific knowledge of automotive repair while this position is more of a manager type of position over the broad field of fleet management of autos and construction equipment. The work is performed under the general supervision of a higher level management employee. General supervision is exercised over technical and other subordinate personnel.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans and directs the operations of the Automotive Service Center and the Highway Construction and Maintenance Division garage, including the overseeing of parts and supplies purchase and control, vehicle and equipment repair and maintenance, and the modification or fabrication of equipment;
2. Manages the automotive and equipment fleet, including the implementation, modification and enforcement of policies on usage and maintenance; inspects all vehicles and equipment for road worthiness and compliance with New York State Motor Vehicle Law;
3. Supervises the mounting, dismounting, maintenance and storage of seasonal equipment such as snow plows, sander bodies and mowing equipment;
4. Oversees the ordering, storage, distribution and record keeping for supplies and parts inventories;
5. Directs and supervises the modification or fabrication of equipment to facilitate better service and to reduce the need for future repair and maintenance;
6. Directs the maintenance of inventory records for vehicles, equipment, supplies and facilities pursuant to the provisions of New York State Highway Law;
7. Ensures that staff are trained in safety and that facilities and equipment meet all OSHA and other standards;
8. Participates in developing specifications for trucks and construction equipment;
9. Participates in developing and monitoring the budget for vehicles, equipment and assigned staff and facilities;
10. Participates in emergency operations and snow and ice control activities as required, which may include reporting to work off hours and in bad weather conditions.

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

Knowledge of the principles and practices of fleet management, specification writing and government bidding regulations sufficient to oversee the County's inventory of motor vehicles, trucks and construction equipment;

Knowledge of vehicle and construction equipment maintenance and repair, inventory management, and garage facility administration sufficient to direct multiple garages headed by supervising mechanics;

**GARAGE SUPERINTENDENT** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** (Cont'd)

Knowledge of OSHA and PESH standards, common safety practices, DMV requirements and other legal and regulatory requirements involved in fleet management, automotive and equipment repair, and garage management;

Knowledge of trucks, highway construction equipment, fabricating and welding techniques sufficient to understand and participate in the planning and design of equipment construction and modification;

Knowledge of governmental budget and accounting keeping sufficient to manage a sizeable government unit with a considerable inventory and facility investment;

Ability to direct the work of employees at different locations;

Ability to direct and evaluate the work of supervisors;

Ability to communicate effectively, both orally and in writing, with supervisors, employees, vendors, fleet users, and regulatory agencies;

Ability to develop and track budgets, financial and inventory records, and documents related to fleet usage and maintenance;

Ability to exercise good judgment and to development, administer and enforce proper safety procedures;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Five (5) years of full-time paid supervisory or administrative work experience in the field of highway construction and/or maintenance;
- OR: (B) Five (5) years of full-time paid supervisory or administrative work experience in the field of fleet management that included trucks or heavy equipment;
- OR: (C) Five (5) years of full-time paid supervisory or administrative work experience in the field of automotive repair that included trucks or heavy equipment;
- OR: (D) An equivalent combination of experience within the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENTS:**

1. Candidates must possess a valid New York State Class B Commercial Driver License at time of appointment. This license must have CDL endorsements for tanker vehicles and hazardous materials, and contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment.
2. Possession of a valid New York State Motor Vehicle Inspector certificate.

ADOPTED: 01/01/78  
REVISED: 09/16/88  
08/10/92  
09/09/97  
01/01/13  
01/14/16