

GARAGE SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for the repair, maintenance and operation of a variety of automotive, construction and highway motor equipment. This position is responsible for the application of New York State Occupational Safety & Health and Vehicle & Traffic laws and regulations as they apply to the operation of County equipment and repair shops. The work is performed under the general supervision of the Director of Operations with leeway allowed for planning repair and maintenance of vehicles and the assignment of personnel as designated. Direct supervision is exercised over subordinate supervisors, mechanics, operators, stock, garage and related personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises the repair and maintenance of a variety of motor equipment such as: automobiles, trucks, tractors, graders, cranes, crushers, bulldozers, etc.;

Schedules and coordinates repair work;

Supervises the operation of the welding, machine, body and repair shops of the Public Works Department;

May assign designated equipment operators to various equipment;

Requisitions parts and materials needed in the repair and maintenance of equipment;

Assists Road Maintenance Superintendent and Director of Operations in directing and supervising snow and ice control operations, as directed by the Commissioner of Public Works;

Supervises the mounting and dismounting, care and maintenance of seasonal equipment such as: snow plows and sanders;

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Trains equipment operators and mechanics when necessary;

Directs and supervises the modification of existing equipment to provide better service and fewer repairs;

Inspects new equipment for adherence to purchase specifications;

Interviews prospective employees as required;

Writes specifications and bids for repairs, new equipment, parts and other related requirements;

Assists in budget preparation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of automotive mechanics, repair methods, tools, terminology and safety procedures as they relate to Public Works construction and maintenance equipment; thorough knowledge of the operation of Public Works equipment; good knowledge of the techniques used in tool making and welding; thorough knowledge of the New York State Motor Vehicle Laws, as they relate to the inspection of motor vehicles; working knowledge of Occupational Safety and Health Regulations, as they pertain to a Public Works garage facility and equipment operations; working knowledge of business arithmetic; ability to plan and supervise the work of others; ability to operate most types of Public Works equipment; ability to work from diagrams (technical manuals) and specifications; ability to keep hard copy and electronic records normally associated with Public Works activities; initiative; and resourcefulness in the solution of new or unusual problems.

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Five (5) years of journeyman-level automotive repair experience, two (2) of which must have been supervisory experience. The experience must include engine transmission and driveline overhaul, suspension overhaul and equipment modification on construction equipment such as: large trucks, graders, bulldozers, backhoes, etc.

NOTE: Courses in automotive mechanics and repair may be substituted for experience on a year-for-year basis, but may not be substituted for the supervisory experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Motor Vehicle Operator's License.

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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