

## **GARAGE SUPERVISOR**

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

This is important supervisory and administrative work in charge of a Public Works or Highway Department garage. The incumbent assumes responsibility for directing the repair, maintenance and modification of a variety of motor equipment to assure proper, safe and economical usage. The work is performed under general supervision of a higher level administrative employee. Supervision is exercised over subordinate mechanics and other personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises the repair and maintenance of a variety of motor equipment such as trucks, tractors, graders, shovels, crushers, etc;
2. Lays out work and may assist in repairs;
3. Supervises the mounting, dismounting, maintenance and storage of snowplows;
4. Requisitions all parts and material needed in the repair and maintenance of the various equipment;
5. Trains equipment operators on new equipment and service;
6. Keeps parts and maintenance records;
7. Assists in writing specifications and bids for new equipment;
8. Assists in the preparation of the division's budget and recommendations for capital equipment purchases;
9. Oversees the maintenance of records relating to employee usage and equipment maintenance and repair;
10. Coordinates and reviews work contracted to facilitate emergency repairs to garage facilities and construction equipment;
11. Does related work as required.

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

Thorough knowledge of automotive mechanics, repair methods, tools, and terminology; thorough knowledge of accepted safety practices and Department of Motor Vehicles and OSHA standards for the trade; ability to plan, supervise and inspect the work of others; ability to communicate, both orally and in writing; ability to keep records on parts usage, equipment repair and employee usage; ability to diagnose construction equipment problems and to effect safe and efficient repairs; ability to work from plans and specifications; tact in dealing with subordinates; initiative and resourcefulness in the solution of particular problems; dependability; good judgment; manual dexterity; good hand and eye coordination; physical condition commensurate with the demands of the position.

**GARAGE SUPERVISOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

High school graduation and five (5) years of progressively responsible experience as an automotive mechanic, one year of which included experience on large trucks and other construction equipment; or an equivalent combination of training and experience.

NOTE: Courses in automotive mechanics and repair may be substituted for a maximum of two years of experience on a year-for-year basis.

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