



**DUTCHESS COUNTY
CLASS SPECIFICATION**

Garage Superintendent

DATE ADOPTED: 01/01/1978

LAST REVISION: 4/2/26

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is an important working supervisor 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 used by the Department of Public Works Highway Construction and Maintenance Division, including machinery and heavy-duty trucks used at other Divisions within the Public Works Department and other departments. This responsibility includes overseeing maintenance, repairs, equipment modification, parts management, and overall garage facility management. This position differs from the Automotive Service Center Supervisor title in that the Automotive Center Supervisor position is focused primarily on the automotive and light-duty truck fleet used by other County agencies. 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:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are 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, leads, participates and directs the operations of 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. Leads, directs and participates in the diagnosing of problems, repairs and maintenance activities;
3. Initiates and completes work orders and directs technical subordinate staff to utilize the county's work order system;
4. Oversees and directs the garage stockroom staff, and leads and participates in inventory management work;
5. Manages the County's heavy truck and equipment fleet, including the implementation, modification and enforcement of policies on usage and maintenance; ensures that all vehicles and equipment are road worthy and in compliance with New York State Motor Vehicle Law;
6. Supervises the mounting, dismounting, maintenance and storage of seasonal equipment such as snow plows, sander bodies and mowing equipment;
7. Oversees the ordering, storage, distribution and record keeping for supplies and parts inventories;
8. Directs and supervises the modification or fabrication of equipment to facilitate better service and to reduce the need for future repair and maintenance;
9. Directs the maintenance of inventory records for vehicles, equipment, supplies and facilities pursuant to the provisions of New York State Highway Law;
10. Ensures that staff are trained in safety and that facilities and equipment meet all OSHA and other standards;
11. Assists the Fleet Administrator or other management staff in developing specifications for trucks and construction equipment;
12. Assists the Fleet Administrator or other management staff in developing and monitoring the budget for vehicles, equipment and assigned staff and facilities;
13. 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.
14. Directs subordinate technical staff to perform maintenance and repair work at Highway Outposts or other locations within the County as required.



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FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of fleet management, specification writing and government bidding regulations sufficient to assist higher level staff with overseeing 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 staff and resources effectively;
- 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 sufficient to assist higher level staff in managing 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:

Five (5) years of full-time paid supervisory or administrative work experience in the field of automotive repair that includes at least three years of experience involving diesel trucks or heavy equipment;

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 for both light and heavy duty vehicles.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive							
GRADE: 16	FLSA Code: OT Eligible							
REVISION HISTORY:	01/01/78	09/16/88	08/10/92	09/09/97	01/01/13	01/14/16	09/20/24	11/27/24
4/2/26								