



DUTCHESS COUNTY CLASS SPECIFICATION

TRANSIT GARAGE SUPERINTENDENT

DATE ADOPTED: 3/22/2022

LAST REVISION: 01/20/2024

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position for the Department of Public Works Transit Division. The incumbent has overall responsibility for all repairs and maintenance of the Transit fleet of vehicles and facility. This responsibility includes preparing specs and making recommendations for new bus purchases overseeing maintenance, repairs, equipment modification, parts management, vehicle and equipment purchase, and overall garage facility management. This position differs from Transit Operations Supervisor II and Transit 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 diesel, electric, hybrid, etc. buses. The work is performed under the general supervision of the Director of Public Transit. General supervision is exercised over technical and other subordinate personnel. This is a safety sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing.

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 maintenance within the Department of Public Works Transit Division, 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 buses and other transit vehicles;
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;
11. Manages the cleanliness and upkeep of the facility and its grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

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, buses; Knowledge of vehicle and bus maintenance and repair, inventory management, and garage facility administration sufficient to direct multiple garages headed by supervising mechanics; Knowledge of OSHA and PESH standards, common safety practices, DMV requirements and other legal and regulatory requirements involved in fleet management, automotive and



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Page 2 of 2

equipment repair, and garage management; Knowledge of buses and transit maintenance 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 transit maintenance field;
- OR: (B) Five (5) years of full-time paid supervisory or administrative work experience in the field of fleet management that included trucks, buses 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 endorsement for airbrakes 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; and
2. Candidate must obtain passenger endorsement within 6 months of date of hire; and
3. Possession of a valid New York State Motor Vehicle Inspector certificate at time of application and to maintain position.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA-8/ 16		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Code: Skilled Craft	FLSA Code: OT Eligible	WC Code: 8385 – Bus Garage Employee	NYSLRS Job Code: 03600E
REVISION HISTORY: 03/22/2022		11/15/2022	01/20/2024