

TITLE: GARAGE SUPERVISOR I-II

DEFINITION: Under direction, supervises personnel engaged in the repair and maintenance of a wide variety of automotive and construction equipment.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Under general supervision, the Garage Supervisor I performs the basic job duties and assists with the more complex job functions.

Grade Level II - Under limited supervision, the Garage Supervisor II performs the more complex duties of the classification. Must have served in the capacity of a Garage Supervisor I or an equivalent position for a minimum of two (2) years.

EXAMPLES OF DUTIES:

- Supervises and coordinates the activities of a crew engaged in the inspection, maintenance and repair of a wide variety of gasoline and diesel operated equipment, including alternative-fuel vehicle (e.g. LNG, CNG);
- Plans, organizes, schedules and supervises the work of personnel engaged in repairing, adjusting, inspecting, and servicing a wide variety of vehicles including marine transportation, construction and power equipment, gasoline and diesel operated engines, including electronic engine controls;
- Provides estimate repair costs;
- Establishes work standards and evaluates work while in progress and upon completion;
- Selects, trains, and evaluates personnel and recommends discipline;
- Ensures work areas are orderly;
- Acts as liaison with divisions and individuals in evaluating equipment needs and in establishing work priorities;
- Consults with vendors regarding equipment acquisition, warranty requirements and contracts;
- Requisitions materials, tools and equipment;
- Communicates with the public in a courteous and professional manner;
- Drives a variety of vehicles, some requiring a commercial license, to transport them to vendors for repairs, perform road tests, and refuel.
- Ensures compliance with regulatory requirements;
- May perform the duties of a crew member as needed;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Three (3) or more years of paid, full-time equivalent recent experience in the inspection, maintenance and repair of gasoline and diesel operated equipment, including alternative fuel vehicles, with (1) year of required experience in a lead or supervisory capacity experience

- Valid motor vehicle operator's license at time of selection;
- A valid Commercial driver's license for some positions;
- Ability to work evenings, weekends, shifts, holidays and overtime as needed.

KNOWLEDGE, SKILLS, AND ABILITY:

- Knowledge of principles and practices of employee supervision including selection, training; performance evaluation, discipline and labor laws;
- Ability to read and interpret schematics, plans, repair manuals and technical documentation;
- Knowledge of maintenance, repair, and servicing of gasoline, diesel and alternative-fuel vehicles and other transportation support vehicles;
- Knowledge of State and Federal standards pertaining to automotive equipment;
- Ability to make cost estimates for equipment and vehicle repairs;
- Ability to prepare clear, accurate and concise records and reports;
- Ability to organize the work of a garage and supervise others in the repair, maintenance and servicing auto;
- Ability to work independently without extensive direction or oversight;
- Ability to work with co-workers and members of the public through interpersonal skills, written, and oral communication skills;
- Ability to work effectively in a team environment and independently; Ability to use tact, diplomacy and discretion in dealing with sensitive and complex situations;
- Ability to have a collaborative work style, fostering cooperation and teamwork;
- Ability to maintain an even temperament and have a willingness to change priorities and be flexible as circumstances dictate;
- Ability to follow verbal and written instructions.

HISTORY:

Established: 6/23/80
Revised: 6/26/82;2012
Approval/Adoption Date: 11/08/82

Grade Levels I, II and III deleted 6/26/82
Grade Levels I, II added to Water & Harbor -2012