

## **GARAGE SUPERVISOR (SCHOOL DISTRICT)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position in which an employee in this class plans, assigns and directs the work of subordinate employees engaged in the operation and maintenance of school transportation equipment, grounds maintenance equipment and snow removal equipment. Work is performed under general supervision allowing considerable leeway for the exercise of independent judgment. Does related work as required.

**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 and participates in the maintenance and repair of vehicles such as school buses, trucks and cars;

Supervises and participates in the maintenance and repair of grounds maintenance and snow removal equipment;

Maintains records on maintenance performed on all vehicles and establishes a preventative maintenance schedule;

Assigns and schedules work;

Responsible for the receipt and issuance of parts and supplies;

Orders materials and maintains inventory records;

Maintains time and attendance records of garage employees;

Responsible for adherence to established safety practices in the workplace;

May be responsible for checking weather and road conditions for school delays/ closings;

May assist in recruiting, training and evaluating garage employees;

May occasionally dispatch vehicles;

May assist with changes in drivers schedules and/ or routes.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern automotive repair methods and of the terminology and tools of the trade; thorough knowledge of the operating principles of both diesel and gasoline engines; good knowledge of the operation of automotive equipment; good knowledge of safety procedures and practices; ability to make difficult repairs to automotive and other mechanical equipment; ability to work from plans and specifications and to follow rough sketches; ability to prepare and maintain reports and records; ability to plan and

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supervise the work of others; manual dexterity; good judgment; tact and courtesy; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four (4) years of full-time paid experience, or its' part-time equivalent, in the repair of automotive equipment.

**Special Requirements:** Possession of an appropriate New York State Driver's License at time of appointment.

ULSTER COUNTY  
3245 GAR SUP SD  
Classification: Non-Competitive  
OA

Adopted: July 28, 1993  
Revised: September 12, 1994