

## GARAGE SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for supervising the County Highway Garage and planning, organizing, supervising and participating in the repair, overhaul and maintenance of a wide variety of vehicles and equipment used by the County Highway Department. An employee in this class is under the general supervision of a higher level employee with wide leeway allowed for the technical details of the work. Supervision is exercised over the employees working in the garage. 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.

Directs garage personnel in the repair and maintenance of cars, trucks and highway construction equipment;

Prices new equipment and parts which the County intends to purchase;

Prepares rough estimates on money needed for repair work and decides whether to proceed with repairs;

Receives auction bids on highway equipment for sale;

Schedules the repair work of the garage and assigns appropriate personnel for each job;

Supervises the wrecker operation of the County, dispatching the wrecker when needed and appropriate personnel when road repairs are to be made;

Supervises the various inventories of parts and supplies on hand to ensure that stocks are sufficient;

Supervises the welding and machine shops and their personnel;

Supervises the New York State inspections of vehicles as required by Law;

Trains and renders technical advice to garage repair personnel when needed;

Orders parts and materials from distributors as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the tools, equipment, terminology and procedures used in the repair and maintenance of mechanical, gas and diesel powered equipment; ability to plan and supervise the work of others; ability to diagnose mechanical problems in mechanical and gas and diesel powered equipment; ability to maintain records; ability to understand and follow instructions and Department policies; ability to deal effectively with employees at all levels of the organization; initiative; dependability.

**MINIMUM QUALIFICATIONS:** Six (6) years of experience as an Automotive Mechanic, two (2) years of which must have been in a supervisory capacity and one (1) year of which must have involved the maintenance and repair of construction equipment.

**Special Requirement for Positions in Ulster County Department of Public Works:**

Candidates for employment in this position, on an open-competitive basis, must possess a valid NYS Class B (CDL) License at time of appointment.

Candidates for employment in this position, on a promotional basis, must be eligible for NYS Class B (CDL) License, at time of appointment, and must possess such license by the end of their probationary term.

ULSTER COUNTY  
3240 GAR SUPV  
Classification: Competitive  
Union: UCSA  
MGT

Revised: August 8, 2018