

MUNICIPAL GARAGE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the supervision of and participation in the activities of a town or village highway garage. The work is performed in accordance with established procedures and involves planning, supervising and participating in the repair, overhaul and maintenance of a wide variety of equipment used by the department. Work is performed under the general supervision of a higher level employee or official with leeway allowed in coordinating and carrying the work. Supervision is exercised over the work of Automotive Mechanics and other subordinates. 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 heavy equipment;

Prices new equipment and parts;

Prepares rough estimates for repair work;

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

Maintains parts and supplies inventories;

May supervise the maintenance and upkeep of the garage and facilities;

Trains and renders technical advice to garage repair personnel;

Orders parts and materials from distributors;

May operate a variety of equipment and participate in a variety of departmental construction and maintenance projects;

May dispatch personnel to various job sites.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern automotive repair methods and of the terminology and tools of the trade; good knowledge of the operating principles of both diesel and gasoline engines; good knowledge of the operation of trucks and other automotive equipment; ability to make difficult repairs to automotive and other mechanical equipment; ability to plan and supervise the work of others; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to lay out work for self and others; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four (4) years of experience as a journey level automotive mechanic in an automotive repair shop, or comparable work.

Special Requirement: Incumbents who are employed by any municipality where the operation of a snow plow and/ or the driving of equipment on a public road are required must possess a New York State Driver's License appropriate to the equipment being operated.

ULSTER COUNTY
4450 MUN GAR SU
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Adopted: July 17, 1990