

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** GARAGE MANAGER **GRADE:** 15

**TITLE ABBREVIATION:** GARAGE MANAGER **TITLE NO.:** 6394

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**          **EEO CODE:** SC **FLSA CODE:** AD

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** ROADS AND BRIDGES

**SUPERVISOR'S TITLE:** SUPERINTENDENT OF HIGHWAY CONSTRUCTION

**DISTINGUISHING FEATURES OF THE CLASS:** This supervisory position is responsible for coordinating and managing all phases of administrative and labor related (automotive and heavy construction equipment repairs, replacement, rebuilding, etc.) activities of the County Garage. The work is carried out in accordance with established policies permitting considerable leeway for the exercise of independent judgment in planning and carrying out the details of the work. The work is performed under the general supervision of the Superintendent of Highway Construction. General supervision is exercised over the work of administrative support personnel in the County Garage, and the Automotive Shop Supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Manages and coordinates the operation of the County Garage and Central Motor Pool to maintain and ensure timely repair of County vehicles and equipment;
2. Works with the Auto Shop Supervisor to schedule maintenance of vehicles and equipment in order to maintain proper distribution among various construction, maintenance, and snow and ice control projects;
3. Supervises and participates in preparation of solicitations, requisitions, verifying orders and bills, control of stock inventory, budget control, warranties and cost analysis of equipment operation and maintenance;
4. Prepares reports, budgets, and projections related to the operation of the garage;
5. Schedules and oversees, with the assistance of the Auto Shop Supervisor, welding repairs;
6. Establishes priorities and coordinates personnel to accommodate workload;
7. Consults and transacts with suppliers, vendors and repair shops;
8. Oversees the computerized Fleet Management Software;
9. Participates in assessing, advising and assisting in the procurement of new equipment with the Superintendent of Highway Construction;
10. Maintains a safe work environment for personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices of automotive or heavy construction equipment repair; good knowledge of modern office procedures and equipment; good knowledge of economical methods of requisitioning and purchasing automotive parts, tools, supplies and equipment; good knowledge of account keeping and stock control practices; working knowledge of current market conditions relating to highway construction and maintenance equipment and supplies; working knowledge of computerized operations; ability to compile and prepare reports; ability to coordinate and supervise the work of others; ability to obtain the cooperation of others; tact and courtesy; initiative and dependability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Completion of sixty credit\* hours of study and four (4) years of experience in automotive or heavy construction equipment repair, two (2) years of which shall have involved supervisory responsibilities; OR
- (B) Graduation from a vocational technical or trade school with concentration in automotive or heavy construction equipment repair and five (5) years of experience as defined in (A) of which two (2) years shall have involved supervisory responsibilities: OR
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (A), two (2) years of which shall have involved supervisory responsibilities; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C). No substitution or equivalency can be made for the supervisory experience.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid Commercial Driver's License with a "B" classification (CDL-B). May be required to obtain/possess and maintain a New York State Heavy Vehicle Inspection License.

\*Note: Credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.