



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **GARAGE MANAGER**
Jurisdictional Class: Competitive
Civil Division: County Highway Department
Adoption: CSM 10/12/94
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Highway Department and involves managing the maintenance and repair of vehicles including automotive and construction equipment. The work also involves responsibility for the maintenance of the department storeroom, repair shop, garage, and other buildings related to vehicle maintenance. Work is performed under general supervision of the Highway Superintendent with wide leeway for use of independent judgment in planning and carrying out details of the work. Supervision is exercised over the work of Automotive Mechanics, Equipment Operators assigned to repair tasks, a Storekeeper, and a Dispatcher. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and supervises a maintenance and repair program for automotive and construction equipment;
Outlines assignments for Automotive Mechanics and inspects work upon completion;
Purchases parts, tools, and supplies used in repair activities;
Maintains inventory of lubricating oil and reorders when necessary;
Arranges for repair work by private garages when necessary;
Checks new equipment against purchase specifications;
Supervises the dispatching of personnel and equipment;
Oversees the maintenance of the department parts storeroom;
Supervises the maintenance of highway department buildings;
Monitors warranty claims and requirements of purchased and/or leased equipment;
Interviews and assists in the hiring of personnel;
Supervises the operation of the repair shop equipment such as lathes, welders, and other equipment used in the department;
Directs and schedules the work of the garage, including overtime;
Maintains written records of work performed and materials and labor used;
Assists in the diagnosis and repair of hydraulics, transmission, differentials, steering, and brakes;
Assists in the diagnosis of electrical problems such as shorts, lights, starters, alternators, and electric two speeds;
Issues New York State inspection stickers and fills out and submits Motor Vehicle forms for licensure of highway vehicles;
Coordinates warranty repairs by outside vendors;
Verifies and signs employee time records;
Monitors shop methods and procedures to ensure application of high occupational and safety standards appropriate to an efficient fleet maintenance activity;
Maintains equipment and supply records, physical inventories, and related controls appropriate to the fleet maintenance function, including such records as may be required as a part of overall accounting and audit controls on a microcomputer using purchased software;
Establishes and maintains vehicle and equipment operating and maintenance cost records and analyzes this data for the purpose of scheduling disposal and replacement.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the standard practices, tools, terminology, and safety precautions used in the repair and maintenance of automotive and construction equipment;
Thorough knowledge of the mechanical characteristics, utilization standards and limits, and maintenance requirements of standard passenger vehicles, truck, and special purpose maintenance vehicles and equipment specifically including, but not limited to sand spreaders, front end loaders, bulldozers, backhoes, and other special purpose public works equipment;
Ability to work from plans and specifications and follow rough sketches;
Ability to keep accurate records of labor and materials used;
Ability to detect and diagnose mechanical problems in automotive and heavy construction equipment;
Ability to plan and coordinate a comprehensive maintenance and repair program for automotive and construction equipment;
Ability to supervise and instruct the work of Automotive Mechanics and others;
Ability to maintain records and prepare reports;
Ability to use a microcomputer to maintain records, parts inventories, and other records.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an associate degree in automotive service technology, automotive and diesel technology, automotive analysis and repair, or related field and four years of experience as a journey level Automotive Mechanic which shall have included the repair of heavy automotive and construction equipment; OR
- (B) Six years of experience as outlined in (A) above OR
- (C) An equivalent combination of training and experience as defined by the limits of both (A) and (B) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (A) Possession of an appropriate grade Commercial Driver's License at time of appointment; and
- (B) New York State Vehicle Inspection Certificate.