

NEW CASTLE COUNTY GOVERNMENT

Number 0810

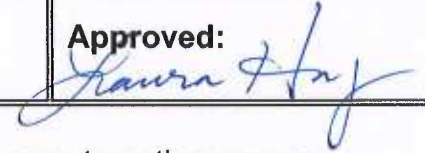
CLASS SPECIFICATION

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Date 12/16/13

Title: GARAGE SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Directs the operation of an automotive garage during an assigned shift; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class directs and leads in the repair and maintenance of automobiles, trucks, tractors, bulldozers, graders, rollers and other standard and specialized automotive equipment. This employee makes assignments to Automotive Mechanics, Automotive Mechanic Helpers and clerical support staff, supervises the work and provides technical advice and assistance when needed, including assisting and resolving part identification issues between mechanics and parts room personnel. In addition to supervisory duties, this employee may perform skilled mechanical work. This employee is responsible for all work done in the shop and coordinates work with outside vendors as needed. This employee is supervised by the Transportation Division Manager or other designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Diagnoses defects on passenger cars, trucks, tractors and other equipment coming into the shop;
- Directs the installation of telematics devices on chosen vehicles;
- Processes work orders, assigns Automotive Mechanics and Automotive Mechanic Helpers to specific repair jobs in accordance with their respective knowledge, skills and abilities;
- Supervises the making of minor and major repairs on cars, trucks and buses involving gasoline and diesel engines, chassis, loading and other equipment;
- Advises and assists subordinates in major repairs and difficult diagnostic and mechanical jobs;
- Inspects repairs performed by subordinates;
- Resolves issues pertaining to equipment repairs, such as whether a part shall be economically repaired or a new part installed;
- Keeps records and makes reports concerning the work;
- Coordinates, oversees, and prepares vehicles for emissions testing in accordance with Environmental Protection Agency (EPA) regulations and ensures the accuracy of emissions testing equipment;
- Performs maintenance and makes minor repairs on computerized fueling system;
- Coordinates with outside vendors for maintenance and repair work needed and for work covered by warranty;
- Serves as backup person for vehicle and equipment intake process;

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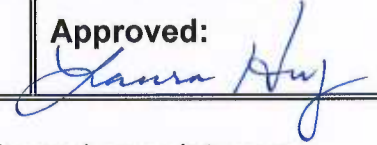
CLASS SPECIFICATION

Page 2 of 2

Date 12/16/13

Title: GARAGE SUPERVISOR

Approved:



- Inspects work performed by outside vendors to ensure quality and completeness and checks billing by vendors;
- Arranges vehicle and equipment demonstrations by vendors;
- Supervises clerical and administrative staff;
- Generates computer reports by using the vehicle information system;
- Provides manual assistance for repairs as needed;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the construction, assembly, adjustment, and maintenance of diversified automotive equipment, including heavy trucks and heavy construction equipment; thorough knowledge of the operation and repair of internal combustion gasoline and diesel engines and chassis parts; good knowledge of the occupational hazards and safety precautions of the trade; skill in the use of all types of shop tools and equipment of the trade; ability to diagnose and remedy defects of automotive equipment; ability to plan and direct the work of an automotive shop, making effective use of labor and materials; ability to keep records and performance reports; mechanical aptitude; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise subordinates.

MINIMUM QUALIFICATIONS: At least five (5) years of work experience as an automotive mechanic with at least one (1) year of supervisory experience and possession of a high school diploma or GED; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Training in personnel management; possession of a valid commercial driver's license Class A (CDL-A) or its equivalent; must pass a Class II County physical examination and background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 04/29/74
Revised: 07/09/75
Revised: 06/12/89
Revised: 01/02/91
Revised: 01/01/96
Revised: 03/01/00
Revised: 04/06/04
Revised: 06/16/10
Revised: 12/16/13