

GARAGE FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for daily operations in a County garage. Work involves supervising and participating in the maintenance and repair of County-owned automotive equipment; ensuring and participating in the maintenance of records relating to garage activity, and participating in the budget process by providing departmental managers with anticipated operational costs, staffing and equipment needs. Duties also involve ensuring a safe work environment, working with other County departments to develop vehicle specifications for the purchasing process, and providing technical guidance, leadership and ongoing training to staff to ensure work is performed in accordance with automotive standards and departmental goals and objectives. Supervision is exercised over Auto Mechanics and other subordinate technical and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns and supervises the work of mechanics, garage attendants, chauffeurs, and truck drivers; provides guidance, leadership and training to subordinates and others who may be part of a program geared towards developing technical skills;

Inspects vehicles and equipment to determine need for repairs and replacements;

Supervises and participates in the repair and maintenance of automotive equipment and in providing leadership, guidance and training to Pride-in-Work employees;

Inspects and road tests vehicles;

Requisitions fuel, oil, tools and repair parts;

Uses the County's fleet vehicle tracking system to ensure all vehicle inspections are up to date, and to ensure the security and location of all County automotive equipment;

Supervises the maintenance of garage and facilities, including electrica, heating and plumbing systems;

Keeps records of work done, materials used, and costs incurred;

Assists in budget preparation by providing statistical and operational information to the administrative division of the department;

Assigns drivers to various tasks, such as delivering materials, hauling heavy equipment; dispatches flatbed and tow truck wreckers to accident scenes to aid in the recovery of assets;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assist with new parts inventory distribution and checking invoices to ensure accurate billing and the pricing of items;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the tools, techniques, and terminology used in the repair and maintenance of automotive vehicles and equipment; thorough knowledge of the accident and safety precautions connected with such work; ability to operate a garage efficiently and imagination in meeting new and unusual problems; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative in carrying out repair work and in seeking improved work methods; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma, or trade school diploma and six years of experience in auto mechanics, two years of which must have been in the performance of a wide variety of repair and maintenance work with limited supervision; or (b) completion of a post high or trade school program in auto mechanics and four years experience, two years of which must have been in the performance of a wide variety of repair and maintenance work with limited supervision; or (c) ten years of experience in auto mechanics, two years of which must have been in the performance of a wide variety of repair and maintenance work with limited supervision.

SPECIAL REQUIREMENTS:

1. Possession of valid license to operate a motor vehicle in New York State appropriate for equipment at assigned location.
2. Possession of a valid Air Conditioning Recycling License, issued by an EPA approved organization.
3. Possession of a valid Commercial Drivers License, Class "A".
4. Possession of a New York State Automotive Emissions Inspectors License.
5. Possession of a New York State Heavy Vehicle Inspector's License.
6. Possession of a New York State Motorcycle Inspector's License.

SPECIAL REQUIREMENTS: (Cont'd.)

Depending on work assignment must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.