

## **GARAGE SUPERVISOR**

County Garage  
Pulaski County

**Department:** Pulaski County Garage

**Supervision Exercised:** General Mechanic and Heavy Equipment Mechanic

**Supervision Received:** General Services Director. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Exempt, Full-time

**Age Requirement:** 21

**TESTING/SCREENING AND CERTIFICATIONS REQUIRED:** Drug & Alcohol Testing, Background Screening & Driving Record Required. Statement of Economic Interests (Real Estate) Required. Position requires a Virginia State Inspectors License and the possession of adequate hand tools to perform the necessary work.

**Essential Employee:** Yes, please see Pulaski County Personnel Policy

**Work Hours:** Monday thru Friday, 6:30 a.m. until 3:30 p.m. Weekend, evening and some holiday work may be required.

**ESSENTIAL FUNCTIONS:** Provides supervision and management, trains technical and service staff, oversees inventory and resource management, delivers technical oversight and advisory services, manages budgeting and procurement, ensures operational management, and performs hands-on repair work, all while ensuring compliance with safety regulations at the County Garage. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### **RESPONSIBILITIES:**

- Plans, schedules and supervises the work of a group of employees engaged in the repair and maintenance of buses, automobiles, trucks, tractors, loaders, lawn mowers, construction and other automotive equipment for the county and school system
- Supervises the stock and inventory of spare automotive parts and supplies
- Supervises and inspects major repair, overhaul and maintenance jobs of automotive equipment performed by county personnel and private contractors
- Provides technical advice to supervisors and mechanics
- Determines need and feasibility of major repairs on individual pieces of equipment
- Recommends purchase of new automotive equipment and shop equipment and supplies, assists in planning for the replacement cycle of all vehicles

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- Consults with General Services Director in preparing and administering the vehicle repair budget
- Assists in monitoring of fuel reserves and manages the operation of multiple fueling stations
- Trains technical and service staff
- Assigns equipment needed to tasks required
- Performs repair of vehicles
- Utilizes oxygen and acetylene equipment in cutting and welding
- Oversee liquidation of county and school vehicles and equipment

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- General knowledge of the modern principles and practices of automotive repair shop management
- General knowledge of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment
- Thorough knowledge of the hazards and safety precautions of large-scale shop operations, general knowledge of the principal operation of gasoline and diesel engines and/or of the repair and maintenance characteristics of a variety of earth moving and other construction and specialty equipment
- General knowledge of business practices applicable to garage management
- Ability to plan and supervise the work of subordinate employees

**ADA REQUIREMENTS** : This position requires the ability to perform continuous manual labor at a reasonable pace up to four hour continuous period; ability to move a minimum of 25 pounds to a maximum of 100 pounds on a daily basis and in awkward positions; ability to ascend and descend onto and off of equipment numerous times daily; ability to position self around or under vehicles to perform repairs on a regular basis; possess dexterity required to get into tight spaces and remove, replace or repair components while in physically awkward positions; and ability to work in extreme weather conditions.

### **EDUCATION AND EXPERIENCE:**

- Any combination of education and experience equivalent to a high school diploma
- Considerable experience in repairing automotive, light and heavy power-driver equipment, maintenance, and/or construction equipment, including some supervisory experience
- Experience with and possession of adequate hand tools to perform the necessary work
- At least three (3) years of automotive experience required

### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

### **TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth

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- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems, ideas for improvement, and to updates on County plans and activities

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date