


Department: Public Works	
Title: Garage Supervisor	
Status: Non-Exempt	

Summary Objective

The purpose of this position is to manage the maintenance and repairs of the City's fleet of vehicles and equipment.

This class works independently, under limited supervision, reporting major activities through periodic meetings.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises the duties of assigned mechanics and clerks including assigning, reviewing and planning work of others, maintaining standards, allocation personnel, assisting in the selection of new employees, acting on employee problems, and recommending to Supervisor employee discipline as appropriate.
- Reviews the work of subordinates for completeness and accuracy and offers advice and assistance as needed.
- Supervises and performs maintenance and services on various types of equipment to include but not limited to school busses, service trucks/vans, passenger cars, small engines, generators, and tractors.
- Must be available to respond to after-hours calls, with a commitment to reaching a resolution within 30 minutes.
- Monitors equipment and vehicle maintenance.
- Assists in troubleshooting and diagnosing repair needs.
- Performs Virginia State inspections; maintains Inspection Sticker inventory; prepares required reports.
- Prepares estimates for the repair or replacement of vehicles and equipment.
- Requisitions and maintains inventory of parts and supplies.
- Enters work orders.
- Maintains daily log of work performed.
- Maintains daily time and work sheets.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

- High School diploma or GED equivalent.
- Four (4) years of gasoline and diesel automotive, light and heavy equipment experience in fleet management, of which two (2) are in a supervisory position or closely related experience or an equivalent combination of education, training and experience.

Garage Supervisor

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.

Special Certifications and Licenses:

- Must possess and maintain a valid State Commercial Driver's License (A) with an acceptable driving history.
- Must possess and maintain a State Vehicle Safety Inspector License.

Americans with Disabilities Act Compliance

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

This Class Description does not constitute an employment agreement between the City of Franklin and an employee and is subject to change by the City as its needs change.