

Lauderdale County- Job Description

Road Department- Central Garage Superintendent

Purpose of Position

This is technical and administrative work directing the operations of the County Central Garage and overseeing and directing fleet operations

Major Duties and Responsibilities

Planning, coordination and supervision the operations of the Central Garage

- Supervise mechanics and service personnel through direct contact each working day
- Assignments are in the form of general policy objectives, augmented as necessary by specific instructions on special projects
- Operates with extensive technical and operational independence within the framework of established policies and budgetary limitations
- Develops specifications for vehicle and equipment purchases
- Coordinates fleet purchasing and bidding process and procedures
- Analyzes cost effectiveness of fleet operation and repair activities
- Evaluates performance of Central Garage employees and counsels with employees
- Approves receiving reports for material and equipment necessary to the accomplishment of garage functions and objectives; insures delivered equipment meets specification; executes warranties and coordinates dealer and factory adjustments
- Directs the equipment maintenance inspection program and prepares recommendations for the disposition and replacement of equipment in the Road department, Sanitation department, Sheriff's department, Volunteer Fire department, and Metro Ambulance; assist in the preparation and execution of operating and capital budgets for the fleet and garage division
- Develops and implements improved garage operational, maintenance, and repair policies and procedures; oversees and participates in the preparation and maintenance of vehicle and equipment records and reports
- Directs the development and conduct of staff training and safety programs; supervises the maintenance of central garage buildings, facilities, and equipment
- Investigates all accidents involving county road department vehicles or equipment; assist in preparing accident reports
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Perform other duties as directed

Job Context

The Central Garage Superintendent is a full-time, permanent position in the Road Department. The person in this position is supervised on a less than weekly basis and supervises up to 7 full-time employees. The Central Garage Superintendent works regular hours, year-round, and occasionally works overtime and occasionally works at night. The person in this position never works shift work and is always on call for emergency situations. 80% of the work in this position is indoors, and 20% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, safety and legal issues related to the work for which this position is responsible.

There is an occasional exposure to chemicals and/or hazardous materials. This exposure includes, but is not limited to, gasoline, carburetor cleaner, diesel fuel, and automotive fluids. The Central Garage Superintendent must also have a high school diploma or its equivalent, as in experience. A valid driver's license is recommended. In addition, technical training automotive and heavy equipment maintenance and considerable managerial experience in maintenance operation or any equivalent combination of education, training and experience. The stress level associated with this position is average. Physical work involved in this position includes, but is not limited to, heavy lifting, working in tight conditions and standing for long periods of time on bare concrete.

Knowledge, Skills and Abilities

Knowledge:

- Considerable knowledge of the principles and practices of automotive and heavy equipment management
- Considerable knowledge of the operating characteristics and maintenance requirements of a wide variety of automotive and mechanical equipment
- Considerable knowledge of the general techniques, materials, and practices of the automotive and equipment mechanic and related trades
- Considerable knowledge of the current literature, trends, and developments in the field of vehicle fleet supervision, organization, and administration;
- General office and filing practices and procedures
- Proper grammar and proper use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning employee safety
- Mathematical skills, including addition, subtraction, division and multiplication
- General function and operation of municipal government
- Knowledge of engines (large and small) and various automotive parts
- Procedures to maintain vehicles and equipment
- Personnel management

- Air conditioning, diesel engine, gasoline engine, hydraulics, computerized fault detection systems and electrical systems on vehicles and equipment
- County purchasing procedures

Skills and Abilities:

- Ability to plan, direct, and coordinate the work of shop personnel
- Ability to express ideas effectively orally and in writing
- Ability to establish and maintain effective working relations with public and other county departments
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement, and follow departmental and City procedures
- Perform automotive repairs and maintenance
- Use various types of tools and equipment