

SCHOOL GARAGE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves supervising the work of a school garage, including maintenance and repair of all school vehicles. Work is performed in accordance with established policies, procedures, rules and laws, and decisions regarding unusual problems such as whether to repair or discontinue use of equipment for this position are determined by the Supervisor of Transportation. Work is performed under general direction of the Supervisor of Transportation or other school administrators, with wide leeway allowed for independently assigning tasks and making job decisions. Work is subject to administrative review concerning the economical and efficient operation and maintenance of the equipment. Supervision is provided to mechanics and other technical and clerical workers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Exercises general supervision over an automotive garage;
Diagnoses causes of equipment failure and malfunction;
Directs the dismantling of units and advises mechanics on parts to be repaired or replaced;
Performs skilled work in the repair, adjustment and rebuilding of equipment;
Inspects work in progress to see that repairs and replacements are properly made and that units are satisfactorily assembled;
Makes shop and road tests of equipment repaired before returning it to service;
Requisitions repair parts, tools and supplies as required;
Maintains a variety of records and reports covering the work of the garage;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trades; thorough knowledge of the operating principles and mechanics of internal combustion engines; good knowledge of the occupational hazards and safety precautions of the trade; ability to plan, assign, supervise and inspect the work of automotive mechanics; ability to establish and maintain effective working relationships with other employees; ability to determine when replacement of parts of equipment is more economical than making the indicated repairs; skill in locating and correcting defects in automotive equipment; skill in the care and use of the standard tools and equipment of the trade and in the operation of the

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machines and equipment used in testing, repairing and adjusting motors and parts.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of an equivalent diploma, and four (4) years of experience as a skilled automotive diesel mechanic; or
- b) Two (2) years of experience as a skilled diesel school bus or diesel truck mechanic; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Possession of an appropriate Commercial Drivers License in accordance with the regulations of New York State.
2. Possession of a National Institute for Automotive Service Excellence (ASE) certificate as a Master Truck Technician at time of application.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.