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| <p><u>CENTRAL GARAGE SUPERINTENDENT</u></p> <p>PUBLIC WORKS DEPARTMENT CITY OF WINONA, MINNESOTA</p> | JOB DESCRIPTION | |
| | REPORTS TO: DIRECTOR OF PUBLIC WORKS | |
| | DIRECTLY SUPERVISES: Central Garage Department | |
| | 9/1/00 | APPROVED: |

SUMMARY:

Under general direction, supervises the day to day activities of the Central Garage Division of the Public Works Department; to plan, organize, and direct the work of shop personnel engaged in the maintenance and repair of automotive and other mechanical equipment; to supervise the ordering and dispensing of materials and supplies; to supervise the maintenance of the central garage buildings, vehicle and employee parking and other city equipment as assigned; and to do related work as required by the Director of Public Works. This employee is also responsible for the Central Garage Safety Program. Also, is responsible for accounts payable in the Central Garage and Street departments. Prepares equipment specifications for various departments. Orders fuel and maintain fuel inventory. Prepares and submits "Annual Fuel Tax Refunds". Directs complaints and requests from the general public to the appropriate City Department.

ESSENTIAL FUNCTIONS OF THE JOB:

- Process accounts payable for Central Garage and Street departments
- Plan, direct and coordinate maintenance and repair of city equipment
- Order and maintain inventories of fuel, lubricants and parts for city vehicles
- Prepare equipment specifications for various city departments
- Prepare and submit fuel tax reports for payments and refunds
- Prepare and submit payroll records for Central Garage and Street departments
- Process vehicle insurance needs and vehicle licensing and accident resolutions
- Supervise maintenance and repairs to Central Garage buildings and grounds
- Assist in budget preparations for Central Garage and Street departments
- Coordinate preventative maintenance program for city equipment to shop personnel
- Direct, record and forward complaints and requests to appropriate city departments

SUPERVISORY RESPONSIBILITIES:

Directly supervises Mechanic I, II, & III and Custodian positions at the Central Garage for the City of Winona. Carries out supervisory responsibilities in accordance with the

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organization's policies and applicable laws. Responsibilities include assigning, directing and rewarding their work; disciplines for just cause (both written and oral) and evaluate performance. May effectively recommend transfers, promotions, adjust grievances, suspend or discharge for just cause and demote.

QUALIFICATION REQUIREMENTS:

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

EDUCATION AND EXPERIENCE:

- High School Graduate or hold GED certificate
- Two year technical degree in Automotive, Truck or Heavy Equipment Maintenance and Repair or 5 years experience in a related field with 2 years supervisory experience
- One year advanced training in accounting and/or Business Management
- Previous experience in the operation of accounting systems
- Two years experience in maintenance and repair garage

LANGUAGE SKILLS:

- Ability to prepare reports and correspondence
- Ability to read and interpret documents and procedural manuals
- Ability to verbally communicate in a clear manner
- Ability to give verbal presentations and speeches

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to balance statements and compute accuracy of invoices
- Ability to operate a calculator

OTHER SKILLS AND ABILITIES:

- General knowledge of computer operations
- Knowledge of principles, methods and practices commonly used in the operation of an equipment maintenance and repair shop: tools, lubricants, equipment and procedures used in servicing, overhauling and repairs to gasoline, diesel and other power driven equipment

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- Knowledgeable in the principles and methods used in a program of preventative maintenance and life cycle costs
- Knowledge of safe and efficient work practices
- Ability to plan and supervise employees, estimate costs and order repair parts
- Ability to understand and resolve complex personnel and work requirement problems and maintain cooperative working relationships with those contacted in the course of work
- Knowledge in the operation of an accounting system
- Ability to type and run various office equipment
- Ability to evaluate and interpret equipment and specifications and process and purchase, vehicle and equipment for various departments

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Driver's License
- A valid Class B Commercial Driver's License with Tanker and Air Brake Endorsement

MINIMUM QUALIFICATIONS:

- High School Graduate or hold GED certificate
- One year advanced training in either vocational school, or college in related field; (Business, Accounting or Management) is required
- Previous experience in the operation of an accounting system
- Ability to type and run various office equipment is required
- Five years of experience in garage or general shop work, including at least 2 years in a supervisory capacity is desired
- A valid Class B Commercial Driver's License with Tanker and Air Brake Endorsement

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly uses hands to finger, handle or feel; frequently sits, talks or hears and reaches with hands and arms; occasionally stands, walks, climbs or balances, stoops, kneels, crouches or crawls and tastes or smells.

While performing the duties of this job, the employee occasionally lifts more 100 pounds. Specific vision requirements include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to work near moving mechanical parts, fumes or airborne particles and the risk of electrical shock; occasionally required to work in outdoor weather conditions.

The noise level in the work environment is moderate noise.