



Garage Superintendent

Dutchess County Department of Public Works – Public Transit

Salary: \$77,351

This is a provisional position pending a future civil service exam. This is an important administrative position for the Department of Public Works. The incumbent has overall responsibility for all repairs and maintenance of the assigned fleet of vehicles and garage facility. This responsibility includes preparing specifications and making recommendations for new vehicle purchases, overseeing maintenance, repairs, equipment modification, parts management, vehicle and equipment purchase, and overall garage facility management. This position is a supervisory position over the broad field of fleet management of diesel, electric, hybrid motor vehicles and/or construction equipment. The work is performed under the general supervision of a higher level management employee. General supervision is exercised over technical and other subordinate personnel.

TYPICAL WORK ACTIVITIES:

Plans and directs the operations of fleet maintenance within the Department of Public Works, including the overseeing of parts and supplies purchase and control, vehicle and equipment repair and maintenance, and the modification or fabrication of equipment; Manages the automotive and equipment fleet, including the implementation, modification, and enforcement of policies on usage and maintenance; inspects all vehicles and equipment for road worthiness and compliance with New York State Motor Vehicle Law; Supervises the mounting, dismounting, maintenance and storage of seasonal equipment such as snow plows, sander bodies, and mowing equipment; Oversees the ordering, storage, distribution, and record keeping for supplies and parts inventories; Directs and supervises the modification or fabrication of equipment to facilitate better service and to reduce the need for future repair and maintenance; Directs the maintenance of inventory records for vehicles, equipment, supplies, and facilities pursuant to the provisions of New York State Highway Law; Ensures that staff are trained in safety and that facilities and equipment meet all PESH and other standards; Participates in developing specifications for motor vehicles and/or construction equipment; Participates in developing and monitoring the budget for vehicles, equipment and assigned staff and facilities; Participates in emergency operations and snow and ice control activities as required, which may include reporting to work off hours and in bad weather conditions; Manages the cleanliness and upkeep of the facility and its grounds.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Five (5) years of full-time paid supervisory or administrative work experience in the motor vehicle, construction and/or maintenance equipment field;
- OR: (B) Five (5) years of full-time paid supervisory or administrative work experience in the field of fleet management that included trucks, buses or heavy equipment;
- OR: (C) An equivalent combination of experience within the limits of (A) and (B).

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Class B Commercial Driver License at time of application. This license must contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment; and
2. Possession of a valid New York State Motor Vehicle Inspector for light duty and heavy-duty vehicles at time of application and to maintain position.

FOR APPOINTMENT IN PUBLIC TRANSIT:

This is a safety sensitive position and is subject to pre-employment DOT drug testing and ongoing DOT drug and alcohol testing.

1. Candidates must obtain airbrake and passenger endorsements within 6 months of date of hire and to maintain the position; and
2. Candidates must be 19A qualified.

SPECIAL NOTE: Applicants for positions that require driving a commercial motor vehicle (CMV) at any time will be required to undergo controlled substances and at our discretion, alcohol testing prior to employment and will be subject to further testing throughout their period of employment. Applicants will also be asked to sign forms for release of information from previous employers in all cases where driving a CMV was one of your functions. Failure to sign will prevent this employer from using you as a CMV driver.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 10/11/24

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,
and mail it to the Dutchess County Department of Human Resources,
22 Market Street, Poughkeepsie, NY 12601
An EEO/AA Employer