



Classification: Garage Superintendent

Title Code: V00601

Pay Range: 25

POSITION SUMMARY:

This is highly responsible administrative and managerial position in directing the efficient and effective operation of the Patrol Garage at headquarters and the garage facilities at the Troops. The work requires coordination of effort between headquarters and Troop staff in determining priorities, delegating work and ensuring proper completion of work assignments. Supervision is exercised personally and through Assistant Garage Superintendents over garage staff. The Garage Superintendent exercises considerable independent judgment, decision-making and discretion in the operation of the garage with administrative direction received from designated supervisor.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises assistant garage superintendents, fleet control clerk, and automotive and body shop technician supervisors at general headquarters to include ensuring effective, efficient operation of headquarters and Troop garages, completes administrative duties such as approving/disapproving leave slips, processing time records, conducting performance evaluations, conducting staff meetings and reviewing expense reports; indirectly supervises automotive technician supervisors in the Troops; responsible for assigning work to garage personnel and/or delegating work to supervisors for completion by garage staff.

Serves as Patrol liaison with vendors and suppliers of automobiles, parts, supplies, tools and equipment.

Submits requests for regular and/or special equipment and supplies to Motor Equipment Division for review and draft into a bid specification that meets state or federal purchasing requirements.

Receives work requisitions from Motor Equipment Division; records each work item needed on appropriate worksheet and delegates work to appropriate supervisor for completion by garage staff; follows up daily on the status of work assignments.

Monitors inventory system of garage parts, supplies, tools and equipment.

Deals with a variety of individuals in person and by telephone reference the operation of the garage and its personnel.

Assists Patrol personnel in diagnosing specific or unique problems inherent to the automotive/mechanic trade; provides advice and/or recommendations on how to handle problems.

Keeps management apprised of status of projects, assignments, problems and overall garage operation.

Establishes and maintains liaison with car dealership personnel reference automobile warranties.

Maintains inventory and makes assignments of pool cars as needed.

Schedules garage personnel for special work assignments and out-of-town travel.

Classification: Garage Superintendent

Title Code: V00601

Pay Range: 25

Page 2

Assists in the design or modification of special equipment, as needed.

Serves as the garage safety officer; ensures through own inspections and supervisors that work place is safe according to industry standards.

Ensures that hazardous waste (e.g., motor oil, batteries, oil filters and antifreeze) created by garage operations are disposed of in a proper manner.

Maintains required manual records.

Ensures that Patrol cars assigned to major metropolitan areas meet emissions regulation as prescribed by law for that area.

Inspects new and used cars delivered for possible defects; completes necessary paperwork and takes photographs as needed to document same.

Performs job-related travel as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of Patrol policies and procedures.

Extensive knowledge of the principles and techniques of supervision.

Knowledge of the occupational hazards and safety precautions associated with the automotive/mechanic trade.

Knowledge of state purchasing requirements.

Knowledge of inventory methods and procedures.

Knowledge of emission regulations and hazardous material disposal requirements.

Ability to maintain various manual and electronic records and files.

Ability to manage, develop and motivate subordinates.

Ability to plan, assign and monitor the work of others.

Ability to analyze routine and unique problem situations and make recommendations.

Ability to work independently and exercise discretion and judgment in the decision making process.

Ability to recognize safety hazards associated with the automotive/mechanic trade and provide corrective action.

Ability to work in varying climatic conditions.

Classification: Garage Superintendent

Title Code: V00601

Pay Range: 25

Page 3

Ability to use photography equipment in documenting damage to new or current vehicles.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a high school or possess a GED.

Possess at least six years experience in vehicle maintenance and repair* plus at least two years experience as a supervisor in an automotive repair facility.

* Vehicle Maintenance and Repair is defined as either hands-on experience doing that type of work (e.g., mechanic) or being a service manager (e.g., someone employed in an automotive business who diagnose problems and order repairs even though they may or may not actually perform the work themselves; also, this individual must be responsible for ensuring that the repairs have been made according to the order).

NECESSARY SPECIAL REQUIREMENTS:

Possess or obtain and maintain a valid Drivers License.

Possess or obtain and maintain Missouri Motor Vehicle Inspection Permit.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.