

## SUPERVISOR - GARAGE \*

### **Function of Job:**

Under general supervision of designated supervisor, maintain operation of garage services, including supervising personnel performing maintenance of vehicles and/or internal combustion equipment; maintaining supplies and inventory; overseeing budget, records, and billing; and overseeing maintenance of garage facilities for the college/university.

### **Characteristic Duties and Responsibilities**

1. Plan and organize mechanical and related work performed by automotive mechanics, helpers and other assigned personnel in the maintenance, repair, servicing of vehicles and/or internal combustion equipment.
2. Supervise, schedule, assign and evaluate work of mechanics, helpers, and other assigned personnel as designated.
3. Provide all aspects of customer service such as scheduling appointments for inside repairs and/or outside vendors, generating work orders, providing estimates, overseeing quality of work and accuracy of billing.
4. Oversee stock room supplies and inventory, purchase orders, and billing.
5. Provide garage personnel with technical consultation on repairs and servicing.
6. Diagnose problems and repair vehicles as needed.
7. Maintain vehicle service, safety, and repair records, insurance, registration, and title records.
8. Maintain vehicle acquisition specifications.
9. Maintain forms and records necessary to provide billing, payroll, and records.
10. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Technical school graduation or equivalent apprenticeship in automotive mechanics.
2. Five years experience as an automotive mechanic in a commercial, industrial or highway garage including two years in a supervisory capacity.
3. Supervisory ability.
4. Computer skills as required by department.

1/3/07  
System Approval

1/3/07  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Original approved 6/2/75 as Foreman – Garage; revised under current title 12/11/80.