



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## GARAGE SUPERVISOR

Job Number: 20000589

Job Code: 17160V230916

Job Group: 1700 - AUTOMOTIVE AND MECHANICAL

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the activities and employees in an automotive repair and maintenance garage; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have five years of experience in automotive vehicle and equipment repair and maintenance.

#### **Substitute EDUCATION for EXPERIENCE:**

Related vocational or technical school training will substitute for the experience on a year-for-year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in automotive vehicle and equipment repair and maintenance will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license. Must maintain a valid driver's license for the length of employment in this job classification. An employee in this job classification must furnish the agency's appointing authority within six months of employment in this job classification, documentation that he or she possesses a valid Class A commercial driver's license and must maintain a valid Class A commercial driver's license for the length of employment in this job classification. <https://drive.ky.gov/Pages/index.aspx>

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns responsibilities, duties and work to automotive mechanics and support staff in a garage where the repair and maintenance of light and heavy duty equipment are performed. Coordinates all activities between employees and other organizational staff. Reviews and inspects work for accuracy and completeness. Reviews and completes necessary forms, reports, requests, and bills. Maintains an inventory of manuals, supplies and parts necessary for the functioning of the garage. Provides assistance for difficult mechanical or logistical problems. Explains all procedural and policy issues affecting the unit.

**UNIQUE PHYSICAL REQUIREMENTS:**

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a garage or field setting.

**ADDITIONAL REQUIREMENTS:**

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*