

**CITY OF CAMDEN, SOUTH CAROLINA  
JOB DESCRIPTION, SEPTEMBER 2024**

**GARAGE SUPERVISOR  
Garage – Public Utilities/Works**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs administrative and physical duties for the Garage Department in the Public Utilities/Works. Reports to the Deputy Director of Public Works.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Performs routine administrative duties such as data entry, filing, and answering the telephone.

Responsible for ordering and picking up parts.

Maintains repair orders and invoices for vehicles and equipment that need repair.

Maintains garage inventory, including ordering fuel for City.

Coordinate all vendor repairs including on/off site repair and maintenance.

Interacts with parts and service vendors.

Assists management with fleet purchasing actions, to include specifications, bidding/ quotes, purchasing, and auctions.

Adhere to City purchasing policies for all fleet sourcing and servicing.

**ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Requires high school diploma or equivalent and three years of experience in a position with similar job functions as described above, or any equivalent combination of education and experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computer, calculator, typewriter, copier, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or consistently to lift, carry, push, pull, or otherwise move objects. Position involves standing for periods as well as sedentary work. May involve reaching and stooping. Must be able to lift and/or carry weights of up to thirty five pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, supervisor and the general public, etc. with poise, voice control and confidence.

**Intelligence:** Has the ability to apply rational systems such as secretarial science in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add, subtract, multiply and divide numbers; utilize decimals and figure percentages; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items; office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress without losing temper.

**Physical Communications:** Requires the ability to talk and/or hear (talking-expressing or exchanging ideas by means of spoken words, hearing – perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has solid understanding of the practices, procedures, rules and regulations of the Finance Department and Public Works. Has knowledge of computer operations and applications. Is able to interact effectively with the general public. Is able to use independent judgment in routine situations which occur. Is able to communicate effectively with various groups and individuals including customers, bank representatives and the general public. Has the ability to compile, organize, prepare and maintain an assortment of records, reports and related information. Has the ability to comprehend, interpret and apply regulations, procedures, and office operations. Has comprehensive knowledge of the terminology used within the department. Knows how to operate a variety of equipment and machines such as a computer, copier, calculator, etc. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to complete mathematical calculations as needed. Has good organizational and human relations skills.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all City departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities”.

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the City.

**Relationship with Others:** Shares knowledge with managers, supervisors and staff for mutual and City benefit. Contributes to maintaining high morale among all City employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the City and to project a good City image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Emphasizes the importance of maintaining a positive image within the City. Interacts effectively with higher management, City Manager, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.