



JOB POSTING

The City of Traverse City Office of Human Resources

Announcement No. 24-001

January 23, 2024

GARAGE SUPERINTENDENT GARAGE DIVISION

Under the general supervision of the Director of Public Services, plans and directs the operations of the municipal garage. Administers financial, personnel and regulatory functions. Develops programs to better serve the public and ensures a high-quality operation. Provides overall direction and planning for the municipal garage. Develops programs, coordinates services within the garage and with vendors, manufacturers and private garages, and manages the acquisition, maintenance, repair and disposal of all City-owned vehicles, motorized equipment and related accessories. Ensures operations are carried out in a safe and efficient manner. Oversees divisional safety training, participates as a member/leader of the City's safety committee, and ensures compliance with all applicable safety rules and procedures. Manages the procurement of the fleet and all garage parts and supplies

This is an exempt position in the ACT Group. The expected hiring range for the position is \$76,325.00 - \$90,650.15 DOE (the full salary range is \$76,325.00 - \$100,505.44). Competitive benefits package including the following: Defined benefit pension (1.5% multiplier) & deferred 457 retirement program (City provides a guaranteed 4% and in addition a dollar-for-dollar match, up to 6% of employee's gross pay). 11 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan (retiree medical expenses), life insurance, dental & vision insurance.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education, Training and Experience:

- ✓ Associate's Degree or equivalent in business management or related field. Bachelor's Degree preferred.
- ✓ Five (5) years' experience as an auto/truck mechanic, and two years managing a large equipment repair facility, including supervision and budget responsibilities.

Licensing and Other Requirements:

- ✓ Valid Michigan Driver's License
- ✓ Must reside and maintain principal residence within 30 miles from the nearest city limit within twelve months of the date of hire.

Skills and Abilities to:

- Skills in coordinating, assigning and supervising the work of skilled mechanics.
- Skill in maintaining accurate records and preparing comprehensive reports.
- Skill in effectively leading and motivating others, and the ability to train, supervise, and evaluate their work.
- Ability to plan and implement preventive maintenance programs.

TO BE CONSIDERED CANDIDATES MUST SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traversecitymi.gov

Traverse City is an Equal Opportunity Employer