



Announcement No. 24-016

May 23, 2024

GARAGE SUPERVISOR GARAGE DIVISION

Under the general direction of the Garage Superintendent, directly supervises, and sets schedules for employees responsible for all equipment repairs and maintenance, including preventative maintenance, and coordinates general garage activities for both shifts. Administers preventative maintenance program for fleet, garage facility, and equipment. Responsible for the apprenticeship program and its participants. Point of contact for all emergency and non-emergency calls regarding fleet, garage facility, and equipment.

The expected hiring range is \$66,046.51 - \$75,789.89 DOE. Competitive benefits package including the following: Defined benefit pension & deferred 457 retirement program (City offers 4% guaranteed with up to 6% matching of employee's gross pay). 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, health care savings plan, 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:

- ✓ High School Diploma or equivalent, with additional applicable related course work or experience as necessary to maintain ability and skills, or higher level degree supplemented by college course work in automotive maintenance or a related field.
- ✓ Three years of increasingly responsible experience in skilled automotive and light/heavy equipment maintenance duties.
- ✓ Two year of supervisory responsibility.
- ✓ Motor Vehicle Air Conditioning (MVAC) Certification per Section 609 of the EPA Clean Air Act within 120 days of employment.
- ✓ ASE Automobile and Heavy Truck Master Certifications within 2 years of hire date.

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.

Knowledge of:

- ✓ Knowledge and ability to use Microsoft Office: Word, Excel. Google Suite: Email, Calendar, Hangouts, Meet, BS&A Modules, Lucity or similar software.
- ✓ Thorough knowledge of the principles and practices of business administration to manage a large and varied equipment fleet.
- ✓ Considerable knowledge of equipment operational demands in the delivery of a full range of municipal services.

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