

23 April, 2021

**NOTICE OF VACANCY**

TITLE: SUPERVISOR OF GARAGE SERVICES

JOB STATUS: Full time 40 hours/week

DEPARTMENT/DIVISION: Department of Central and Shared Services  
Division of Fleet Management

STARTING SALARY: \$53,620

CLOSING DATE FOR APPLICATIONS: May 3, 2021

TENTATIVE START DATE To be determined

**MINIMUM REQUIREMENTS:**

**Training**

Successful completion of one (1) year of training in automotive technology at an accredited community college or vocational college or vocational school.

**Experience:**

Four (4) years of experience in the servicing, maintenance, and repair of varied types of motorized equipment including automobiles and trucks.

**Note:** Applicants who do not possess the required year of formal training may substitute one (1) year of experience as a mechanic in the repair and installation of motors and the maintenance and repair of motorized vehicles and equipment.

**Note:** An Automotive Service Excellence (ASE) Certification in one of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance.

**LICENSES AND CERTIFICATIONS:**

Appointees must possess a driver's license valid in New Jersey. Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

In accordance with Federal regulation 82:40, appointees responsible for the repair or servicing of motor vehicle air conditioners are required to possess and maintain a valid Air Conditioning and Refrigeration Technician Certification, commensurate with the type of equipment serviced, issued by the Federal Environmental Protection Agency.

In accordance with NJSA 13:20-47.15, appointees responsible for performing emissions inspections on diesel-powered vehicles will be required to successfully complete a course of instruction on Diesel Emission Inspection provided through the Appointing Authority. Appointees may be required to successfully complete re-training.

In accordance with the New Jersey Occupational Safety and Health Administration regulation 29 CFR 1910.178(l) (1), appointees responsible for the operation of industrial trucks (powered forklifts) will be required to obtain and maintain a current certification as a Powered Industrial truck Operator issued by the New Jersey Occupational Safety and Health Administration. Appointees may be required to successfully complete re-training.

In accordance with NJSA 13:20-45.16, appointees responsible for performing emissions repairs to gasoline-fueled vehicles are required to successfully complete the Emissions Technician Educational Program, and are required to possess and maintain a current certification as an Emissions Repairer Technician.

In accordance with NJSA 13:20-43.17, appointees responsible for performing emissions inspections to motor vehicles are required to successfully complete the training and are required to possess and maintain a current certification as a Motor Vehicle Emissions Inspector.

Appointees responsible for repairing or servicing motor vehicles equipped for alternate fuel will be required to successfully complete training and obtain an Alternate Fuel Certification. Appointees who possess an ASE Certification in Alternate Fuel are considered to have met this requirement.

Affected appointees are required to maintain valid certification, and successfully complete the re-certification processes within the timeframes mandated by statute.

**JOB DUTIES:**

Under direction, has charge of the repair, maintenance, storage, and other activities of a garage; does other related duties as required.

***RETURN COMPLETED APPLICATIONS TO*** (on Standard County Application Form)

Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton, NJ 07860

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.