
Alabama State Port Authority Job Description

Job Title: **Garage Manager, Coal Terminal**
Job Code: **1061638**

Job Class: **Corp**
FLSA Status: **Exempt**

Job Summary

This role is responsible for directing and coordinating the procurement, assignment, operation, maintenance, and repair of automotive, maintenance or construction equipment, and supervising the related shop and stores operations.

Essential Functions

(Duties may not include all duties listed below, nor do the examples cover all the duties which may be performed.)

1. Determines requirements for maintenance equipment, and automobiles to be purchased; writes technical specifications; examines bids; inspects new equipment and ensures proper transfer and title documents are recorded before putting into service; recommends disposal of automobiles or automotive equipment.
2. Conducts meetings with shop foreman or warehouse manager to brief personnel of changes in various facets of equipment operations.
3. Reviews damage reports of equipment and recommends action.
4. Prepares equipment and maintenance budgets; reviews budget and cost reports and takes independent corrective action as required; adjusts rental rates and indirect cost rates.
5. Supervises shop and stores operations, procurement and distribution of petroleum products and automotive parts, maintains physical inventory of equipment and supplies.
6. Maintains and calibrates the fuel management system.
7. Performs other duties as assigned.

Supervisory Responsibility

Incumbents in this job supervise garage workers. They are responsible for training, developing, assisting, and assigning tasks to these employees. They will also approve timesheets and perform performance reviews.

Minimum Required Education and Experience

	Minimum	Focus Areas
Education	High school diploma or GED	
Experience	5 years	Progressively responsible experience overseeing garage functions

Substitutions allowed for Education: Indicated experience is required; no substitutions allowed.

Substitutions allowed for Experience: Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Knowledge of mechanical aspects of vehicles.

Excellent analytical and problem-solving skills.

Working knowledge of Microsoft software in a PC environment.

Certification or Licensure Requirements

Valid driver's license.

Must obtain TWIC authorization card.

Physical Requirements/ADA

Must be able to bend, stretch, kneel, and squat to perform repairs and inspections. Must be able to lift up to 50 pounds.