

MANISTEE COUNTY ROAD COMMISSION JOB DESCRIPTION

TITLE: Night Garage Man

POSITION SUMMARY:

Under the supervision of the Fleet and Facility Supervisor, Maintenance Supervisors and/or Manager, the Night Garage Man maintains the pickups, trucks, and heavy road construction and maintenance equipment, and performs nightly fueling of the trucks and equipment.

The Night Garage Man is also responsible for some second shift road patrol duties, including investigating road and bridge conditions and for calling in additional employees when needed to assist with winter maintenance and/or to address emergency road or bridge situations in coordination with the supervisors.

EXAMPLES OF DUTIES:

The job duties listed are typical examples of the work performed by an employee in this position. These examples do not include all of the duties, which the employee may be expected to perform.

1. Carries out, documents, and performs preventative maintenance on all vehicles and equipment per schedule from Fleet and Facility Supervisor.
2. Performs general maintenance and safety inspections, i.e., changing oil, lubrication of moving parts for all pickups, trucks, and other equipment as needed, and makes adjustments using hand tools or special tools.
3. Inspects brake linings and adjusts brakes when needed.
4. Inspects and replaces necessary parts in the performance of repair and maintenance work.
5. Performs tire service and repair (changing, mounting, dismounting, and repair of tires and tire rotations, etc.)
6. Raise vehicles and trucks by jacks or hoists to gain access to their underbodies for maintenance work and inspections.
7. Perform minor truck and equipment repairs when required such as changing headlights, tail lights, and strobe lights, etc.
8. Reports all defective equipment to the Fleet and Facility Supervisor so that repairs can be made.
9. Fuel's the pickups, trucks, and other equipment on a daily basis so they are always full of fuel and ready for use when needed.
10. Checks to make sure that all battery disconnects are turned off for all trucks and other equipment on a daily basis prior to or by the end of their shift.
11. Inspects and changes cutting edges (blades) on blade trucks and graders and for truck side snow wings when needed and regularly documents when the cutting edges are changed (day and date) and coordinates the changes with the drivers and equipment operators. Also, inspects and changes front plow wear (heel) plates as needed.
12. Wash pickups, trucks, and equipment when needed, especially prior to them being serviced or repaired.
13. Performs building security daily prior to the end of each shift and verifies that all overhead doors, person-doors, and other doors are locked and all building facilities are secure. Performs minor maintenance and repairs on doors when possible and makes temporary repairs if needed to make the facility secure until the doors can be repaired.
14. Documents inventory of cutting edges, tires, and other items when requested by the supervisors and informs the supervisors and other employees when inventories are getting low and need to be re-stocked.
15. Cleans and maintains the garage and mechanics service areas.
16. Responsible for seasonal second shift winter road patrol on weekends, evenings, and holidays as needed and coordinates the winter maintenance operations with the supervisors, and other second shift winter maintenance employees, and calls in additional employees when needed to assist with the winter maintenance.
17. Investigates various road or bridge situations (such as fallen trees, sinkholes, etc.) when contacted by the supervisors or others and calls in additional employees when needed to address the situations.
18. And other duties assigned by management.

MANISTEE COUNTY ROAD COMMISSION

JOB DESCRIPTION

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

WORK HOURS:

The regular shift for the Night Garage Man starts at 3:30 PM and ends at 11:30 PM daily (Monday thru Friday), except when Summer Hours; 4-10 Hour Days are worked. 4-10 Hour Days maybe worked from 2:00 PM to Midnight.

The Night Garage Man position also requires that the employee be available to work occasionally on Saturdays, Sundays, and holidays at times when requested by their supervisor, especially during the winter months and for weekend patrol.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

Physical Mobility

Ability to walk extended distances and climb stairs or ramps to access Road Commission and other work-related locations and facilities.

Vision and Sight

Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.

Hearing/Speaking

Ability to converse orally with telephones and radios to receive and communicate information to employees and the public.

Agility/Movement

Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects, often weighing upwards to 80 pounds.

DESIRABLE QUALIFICATIONS:

A high school education, GED, or equivalent education preparation and four (4) years of experience as a truck and heavy equipment mechanic are desired. Experience in engine electronics on modern trucks and equipment, and welding is also desirable.

Ability to deal with public courteously and effectively, ability to work satisfactorily with, and supervise other employees, and the ability to maintain adequate files and documentation as required.

Must have the ability to work extended hours during the week and on weekends (Saturdays and Sundays), and holidays on an as-needed basis due to workload and weather conditions.

Some basic computer experience with Microsoft Excel and Word (or other comparable software) is also beneficial, but not mandatory.

SPECIAL REQUIREMENTS:

Must have and maintain a valid Michigan Driver's License, and a Commercial Driver's License (CDL), with endorsements (A) and (N) as required by law.

NOTE:

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

Date: January 24, 2018
Amended: February 2025