



DEPARTMENT OF

FIELD OPERATIONS

Garage Supervisor

Salary: \$55,466-\$60,038

Type: Full Time

Benefits: Full Benefits

Date Posted: 10/8/2025

About Field Operations

The Department of Field Operations is comprised of nine teams and 50+ full time employees. These teams include Events, Fleet, Marina, Parking, Parks, Sanitations, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile

Under the general supervision of the assigned supervisor, the Garage Supervisor is responsible for ensuring the efficient and effective operation of the central garage used to maintain and repair City-owned vehicles and equipment. The Garage Supervisor oversees daily maintenance operations, manages inventory, ensures compliance with safety and environmental standards, and leads a team of mechanics to deliver high-quality, timely, and cost-effective service to all departments.

Education

- High School diploma or GED

Experience

- Three years of experience with vehicular or equipment repair and maintenance or equivalent training.
- 1-3 years of supervisory experience

Requirements/Certifications

- Valid Driver's License
- Forklift Certification (Preferred)
- ASE G1, A1-A9, L1-L3, and T1-T8 certs or equivalent
- CDL – B within 1 year of hire

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Garage Supervisor

Grade: M2

Department: Field Operations

FLSA Status: NE

Date: 10/7/2025

Position Profile:

Under the general supervision of the assigned supervisor, this individual is responsible for ensuring the efficient and effective operation of the central garage used to maintain and repair City-owned vehicles and equipment. The Garage Supervisor oversees daily maintenance operations, manages inventory, ensures compliance with safety and environmental standards, and leads a team of mechanics to deliver high-quality, timely, and cost-effective service to all departments.

Duties and Responsibilities

Administration - Planning, organizing and efficiently handling activities and assignments.

- Prepare and review work orders for City vehicles, detailing problems or work to be performed; review completed forms for parts used and labor time for billing purposes.
- Manage inventory to ensure parts availability, prepare monthly inventory reports, and oversee the receipt and checking of new vehicles and equipment for compliance with specifications.
- Maintain and update daily preventive maintenance records for all City-owned vehicles and equipment.
- Process all new City vehicles and equipment, ensuring proper undercoating, tagging, decals, and installation of auxiliary equipment.
- Prepare surplus recommendations and documentation for vehicles and equipment designated for removal.
- Oversee removal of outgoing vehicles from City systems, ensuring proper documentation, removal of plates and markings, and delivery to the designated location.
- Purchase or requisition vehicles, tools, parts, materials, and supplies as needed.
- Recommend measures to improve work methods, equipment performance, and efficiency.
- Maintain accurate records, reports, and documentation related to garage operations.
- Respond to after-hours calls, including nights, weekends, and holidays.

- Comply with City administrative and maintenance policies, including budget preparation and analysis.

Skills Proficiency - Proficient in specific learned abilities that are needed to perform tasks.

- Demonstrate advanced knowledge of vehicle and equipment repair, maintenance procedures, and diagnostic techniques.
- Assist mechanics with complex or unusual mechanical problems.
- Ensure repairs meet quality standards and comply with customer requirements and DOT regulations.
- Maintain proficiency with administrative and maintenance software (e.g., Excel, Word, MUNIS, databases, email).
- Comply with waste generation, storage, and disposal regulations.
- Operate a forklift and other specialized shop equipment as required.
- Maintain ASE certifications (G1, A1–A9, L1–L3, T1–T8 or equivalent).
- Possess and maintain a valid driver's license and required safety certifications.

Leadership - Maximize the efforts of others through motivation, accountability, vision and strength finding.

- Assign repair jobs to mechanics based on workloads and job complexity.
- Coordinate daily activities, schedule work assignments, set priorities, and oversee the work of subordinates.
- Train mechanics on work principles, procedures, and policies to maintain consistent productivity and safety.
- Evaluate and verify employee performance through review of completed work and adherence to standards.
- Serve as a representative of the City of Salisbury, maintaining professionalism and tact in interactions with staff and the public.
- Demonstrate sound judgment, fairness, and adherence to City values and policies.

Stewardship - Responsibly managing finances, processes and resources.

- Ensure compliance with local, state, and federal safety and environmental laws.
- Promote safe work practices and maintain an organized, hazard-free workspace.
- Steward City assets responsibly, ensuring vehicles and equipment are well-maintained and accounted for.
- Monitor and evaluate operational performance for efficiency and effectiveness.
- Encourage responsible resource use, sustainability, and adherence to safety and environmental standards.

Development - Create growth, progress and positive change.

- Identify staff training and professional development needs and ensure training is obtained.
- Support certification and continuing education opportunities for mechanics and technicians.

- Provide mentorship and coaching to enhance team skill sets and morale.
- Participate in leadership and technical development programs to maintain current knowledge of best practices.
- Encourage teamwork, communication, and collaboration to promote organizational growth and employee engagement.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- High School diploma or GED
- Three years of experience with vehicular or equipment repair and maintenance or equivalent training.
- 1-3 years of supervisory experience

Certificates, Licenses, Registrations, and Skills

1. Valid Driver's License
2. Forklift Certification (Preferred)
3. ASE G1, A1-A9, L1-L3, and T1-T8 certifications or equivalent
4. CDL – B within 1 year of hire

Physical Requirements

Work requires occasional physical effort in the handling of materials up to 80 pounds and/or standing or walking 60% ± of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.