

DEPARTMENT: NIAGARA COUNTY HIGHWAY DIVISION
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 6, 2016

FLEET MECHANIC SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and participating in the repair and maintenance of county fleet equipment, such as heavy duty diesel trucks, bulldozers, hydraulic excavators, high lifts, graders, blacktop machines, power rollers, conveyor loaders, pick-up trucks, passenger cars, internal combustion engines, electric motors, lawn mowers, golf carts, small tools, etc. The incumbent is responsible for assigning, inspecting, and supervising the work of Automotive Mechanics. The incumbent works under the general direction of the Fleet Operations Supervisor. Working conditions are primarily within a shop environment; however, on-site maintenance in harsh weather conditions such as snow, dirt, dust and extreme hot or cold temperatures may exist. Outdoor work is frequent. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assigns and supervises work and provides technical direction to those involved in the maintenance of vehicles, equipment, motors and engines;
2. Diagnoses mechanical problems, performs routine and necessary repairs, and maintains county fleet equipment such as heavy duty diesel trucks, bulldozers, hydraulic excavators, high lifts, graders, blacktop machines, power rollers, conveyor loaders, pick-up trucks, passenger cars, internal combustion engines, electric motors, lawn mowers, golf carts, small tools, etc.;
3. Inspects equipment and vehicles to determine what repairs are necessary and inspects completed repairs;
4. Prepares work orders for necessary repairs;
5. Supervises and assists in repairing vehicles, equipment, motors and engines;
6. Instructs mechanics and helpers in proper and safe maintenance and repair procedures;
7. Purchases supplies for maintenance and repair parts for vehicles and equipment;
8. Schedules work for other shifts as required;
9. Oversees the maintenance of the parts and supply inventory;
10. Evaluates subordinate personnel;
11. Implements and enforces safety procedures and standards for maintenance shop operations;
12. Supervises skilled and unskilled workers when assigned as helpers;
13. Maintains maintenance reports and detailed work orders;
14. Assists in evaluating the fleet for the replacement program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the common practices, tool terminology and accident precautions of the trade; working knowledge of heavy diesel engine repairs, parts and equipment; ability to diagnose mechanical problems and direct the repair of same; ability to read and interpret technical maintenance manuals, diagrams and operations; ability to lay out, supervise and direct the work of others; ability to build and maintain working relationships; initiative; conscientiousness; dependability; good motor and hand-and-eye coordination and manual dexterity; willingness to work outdoors; willingness to work under extreme weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL: Three (3) years of permanent, non-competitive status as an Automotive Mechanic within the Department of Public Works immediately preceding the examination.

OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma **and** four (4) years of full-time paid experience skilled automotive mechanic which involved the repair and overhaul of automotive diesel engines and heavy motor equipment.

NOTE: Satisfactory completion of college coursework in automotive and/or diesel/agricultural mechanic areas from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the experience requirements. Three (3) credit hours is the equivalent of three (3) months experience.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Class B driver's license within six (6) months of appointment and for duration of employment;
2. Possession of a Motor Vehicle Inspector's Certificate with #1 endorsement (light vehicles) and #2 endorsement (heavy vehicles) within sixty (60) days of appointment;
3. Possession of a USEPA certificate allowing for the handling and/or purchasing of automotive refrigerant components within sixty (60) days of appointment.