

**DEPARTMENT:** DEPARTMENT OF PUBLIC WORKS – HIGHWAY DIVISION

**CLASSIFICATION:** COMPETITIVE

**APPROVED:** JULY 11, 2016

**FLSA Status:** Exempt/Administrative 1/4/2010

### FLEET OPERATIONS SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is important work responsible for providing automotive services to the operating departments. The incumbent performs supervisory and administrative duties involved with managing the maintenance, operation, and repair of the county automotive and equipment fleet. Duties include providing technical direction, production coordination and scheduling, parts and record keeping, support services, operating policies, vehicle maintenance and staff management. The position requires considerable contact with department heads and other officials and some duties involve the use of computer equipment and/or computer data. Direct supervision is exercised over the Fleet Mechanic Supervisor and clerical staff. The incumbent works under the direction of the Deputy Commissioner of Public Works – Highway Division and is required to exercise independent judgment on a regular basis. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Establishes shop procedures, priorities and work schedules and monitors their effectiveness;
2. Schedules and assigns daily duties to the Fleet Mechanic Supervisor and clerical staff;
3. Supervises and gives technical direction to employees to provide proper care and maintenance of the vehicle and motorized equipment fleet;
4. Checks and evaluates work upon completion;
5. Establishes and enforces personnel policies for staff within the parameters of the labor contracts and county-wide policies,
6. Establishes and enforces vehicle operation policies including maintenance schedules;
7. Oversees the vehicle replacement program and establishes replacement schedules;
8. Supervises the performance of specialized repairs on diesel powered equipment as well as specialized repairs to heavy duty automatic transmissions, hydraulic controls, differentials and rear axle assemblies;
9. Establishes and implements purchasing and inventory controls and procedures to monitor the purchasing and use of the parts inventory;
10. Maintains detailed maintenance records on each vehicle and piece of equipment;
11. Monitors environmental issues within the shop and ensures standards are met;
12. Complies with specifications for shop equipment and researches solutions to shop issues;
13. Implements and enforces safety procedures and standards for all shop operations;
14. Provides for staff training and performs staff evaluations;
15. Prepares, oversees, and monitors operating budget for the fleet division.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques utilized in making a variety of mechanical and electrical repairs on gasoline and diesel powered automotive and other motorized equipment; good knowledge of modern managerial and supervisory techniques as applied to a large automotive and equipment fleet operation; good knowledge of modern budgetary and cost control principles, practices and techniques as applied to an automotive fleet operation; working knowledge of governmental purchasing and inventory practices and capabilities; good knowledge of repair shop safety rules and regulations; ability to prepare and present oral and written reports; ability to read and interpret technical maintenance manuals, circuit diagrams, blueprints and written reports; ability to operate an automobile and heavy equipment; ability to accurately diagnose mechanical, electric and hydraulic problems for gasoline and diesel-powered equipment; ability to plan and supervise the work of others; ability to train subordinate skilled motor vehicle and equipment repair personnel; tact and courtesy; physical condition commensurate with the demands of the job.

**CONTINUED**

## **FLEET OPERATIONS SUPERVISOR CONTINUED**

### **MINIMUM QUALIFICATIONS:**

#### **PROMOTIONAL:**

Three (3) years of permanent competitive status as a Fleet Mechanic Supervisor with the Department of Public Works.

#### **OPEN-COMPETITIVE:** Either

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or certificate in automotive repair technology or closely related field and four (4) years of experience as a skilled automotive mechanic which involved the repair and overhaul of automotive diesel engines and heavy motor equipment, one (1) year of which shall have been in a supervisory capacity; or
2. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (a) one (1) year of which shall have been in a supervisory capacity; or
3. An equivalent combination of training and experience as defined by the limits of (a) and (b).

#### **SPECIAL REQUIREMENT:**

1. Possession of a valid New York State Class B driver's license or license appropriate to the vehicles operated as determined by the appointing authority.
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.