

FLEET MAINTENANCE SUPERVISOR

Code No.: 3-14-195

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the maintenance, repair and inventory control of a motor equipment fleet. Work is performed under the general supervision of a senior-level employee. Employees of this class exercise direct supervision over a motor equipment maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Organizes and directs the preventive maintenance program for all road and non-road vehicles and equipment; schedules and assigns vehicles for periodic overhaul;

Supervises the operations of the body shop by estimating cost of repairs and scheduling service work accordingly;

Supervises maintenance staff in the performance of daily mechanical repair, and assists in repair work as necessary;

Writes specifications for new equipment (cars, trucks, vans, trailers, tractors, loader/backhoes, compressors, lawnmowers, shop equipment, field equipment and related items);

Determines the need for, and requisitions, materials required for repairs and service;

Maintains gasoline and fuel records, permits, tank testing results, fuel monitoring systems, fuel pump repairs and maintenance;

Maintains inventory of all parts, supplies and expenses;

Assists with vehicle auction, obtains proper forms and information for transfer of title, oversees cleaning and preparation of vehicles including removal of all identifying logos and numbers;

Contacts vendors and automotive suppliers for availability and purchase of supplies and parts;

Maintains time and pay records for departmental employees.

Does preliminary work on vehicle budget; assists and advises department head on budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, tools, machinery and supplies required for the repair and maintenance of motor vehicle and equipment; ability to recognize equipment defects and take appropriate action; ability to instruct and supervise motor equipment maintenance personnel in the methods of repair and care of tools and equipment; ability to calculate repair costs and to schedule the work flow of a maintenance center; mechanical ability, ability to maintain inventory and requisition necessary materials; ability to communicate complex and technical directions; ability to keep simple records; ability to work well with others; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of a high school equivalency diploma, plus six (6) years of full-time or its part-time equivalent paid experience in the repair and maintenance of automotive or heavy equipment, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years of full-time or its part-time equivalent paid experience in the repair and maintenance of automotive or heavy equipment, which shall have been in a supervisory capacity; OR,
- (C) An equivalent combination of work and experience as outlined in (A) and (B).

SPECIAL REQUIREMENT: Possession of a valid New York State Class *A* CDL Operator's license at time of appointment.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: August 6, 1981

REVISED: July 15, 1993