

MANAGER OF WAREHOUSE AND FLEET MAINTENANCE

Code No: 3-11-115
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for managing fleet maintenance, equipment repair, and warehouse operations at the Monroe County Water Authority. Duties include maintaining records pertaining to the operation of the garage including utilizing databases to facilitate inventory and vehicle control, monitoring costs, prioritizing work and repairs, and tracking vehicle information including logs that provide a basis for determining the replacement of obsolete vehicles. The employee reports directly to, and works under the general supervision of the Director of Operations or other higher level staff member. General supervision is exercised over a Supervisor of Warehouse and Auto Mechanic Foreman. Does related work as required.

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

Administers the maintenance and repair of county vehicles and motor equipment including the organization and scheduling of the preventive maintenance schedule of vehicles, off-road equipment, major tools and equipment;

Supervises or conducts value analysis studies; determines if reclaimed material should be rehabilitated or disposed of;

Confers with heads of the various sections or divisions concerning specialized equipment needs;

Directs proper distribution of supplies and materials to user areas;

Maintains operating and maintenance and maintenance manuals for equipment and instructs staff on their safe and proper use;

Controls and manages proper use of existing equipment;

Researches new products available for use in the field;

Develops and manages a comprehensive fleet-tracking system to record repairs and costs to identify fleet replacement requirements and quality of repair;

Prioritizes long term vehicle repair projects;

Collects data and analyzes total cost of operation of fleet vehicles and equipment; forecasts and projects annual costs;

Directs the maintenance of inventory of parts, tools and supplies including the maintenance of inventory of major tools and equipment; develops annual report on equipment condition, and recommends replacements when appropriate;

Maintains computerized purchasing and inventory records;

Directs the preparation and approves specifications for new vehicles and equipment such as cars,

trucks, trailers, tractors, compressors, and shop, lawn and field equipment; maintains material specifications and updates them annually;

Reviews quotations and purchase orders;

Coordinates and participates in the inspections of condition of vehicles that have been in accidents in order to provide information regarding ongoing investigations;

Reviews and tracks accidents and driving records with staff;

Develops and manages unit's operating and capital budget; submits and reviews with department head;

Supervises annual inventory audit; reviews inventory control procedures and implements changes;

Directs the annual review of the condition of storage facilities and implements improvements;

Coordinates vehicle auctions and maintains related records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of water works material including specialized valves and the use and repair of water works related equipment; thorough knowledge of procedures related to receiving and distributing materials and equipment; thorough knowledge of the practices, tools, machinery and supplies required for the maintenance and repair of motor vehicles and equipment; supervisory ability; mechanical ability; ability to use a computer and enter data; ability to instruct and supervise motor equipment maintenance staff in the methods of repair and maintenance of tools and equipment including communicating complex and technical directions; ability to calculate repair costs and schedule work flow of a maintenance center; ability to make effective decisions regarding the re-ordering of equipment; ability to organize and maintain inventory and requisition materials; ability to utilize tools and materials of significant weight, climb ladders, and enter confined or restrictive areas; ability to organize and maintain an inventory; ability to maintain records; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Automotive Technology, Fleet Maintenance Management, or a closely related field plus four (4) years paid full-time or its part-time equivalent experience in fleet maintenance operations including warehousing, parts and equipment procurement, AND vehicle preventative maintenance, two (2) years of which must have been in a supervisory capacity*; OR,

(B) Graduation from regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus six (6) years paid full-time or its part-time equivalent experience in fleet maintenance operations including warehousing, parts and equipment procurement, AND vehicle preventive maintenance, two (2) years of which must have been in a supervisory capacity*; OR,

(C) An equivalent combination of education and experience defined by the limits of (A) and (B) above.

* supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS: 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 position.

ADOPTED: March 24, 2016