

FLEET MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for planning and supervising the maintenance, repair and overhaul of a large number of gasoline and diesel powered self-propelled, non-self-propelled motor driven equipment, vehicles and stationary equipment. The incumbent also establishes a preventative maintenance schedule for all equipment and provides for employee safety and training. The work is performed under the general supervision of the County Highway Superintendent and the Deputy County Highway Superintendent with wide leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the work of all employees assigned to the motor equipment shop.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Manages Yates County Highway Department fleet and equipment; schedules and coordinates the purchase, maintenance and repair of vehicles and equipment for other Yates County departments as necessary;

Establishes shop procedures, priorities and work schedules and leads the diagnosis of mechanical problems including the use of computerized diagnostic equipment and manufacturer software, and recommends needed repairs;

Reviews work orders and records to identify such factors as rates of productivity, types of repair tasks performed and the time required to perform such tasks for the purpose of identifying problems and improving the effective utilization of staff, equipment, supplies and space;

Assists in preparing specifications for vehicles and equipment including preparation of requisitions, orders equipment and vehicles and verifies deliveries;

Works with mechanics and coordinates and supervises maintenance and repairs on various vehicles and equipment in the mechanic's shop and on the road and provides training as necessary, implements and enforces safety procedures and standards for all maintenance shop operations;

Supervises and actively participates in the work of performing inspections, safety, heavy duty repair and maintenance for all vehicles and equipment, ensures that service claims covered by warranty and properly performed and that the work performed by manufacturer's representatives is satisfactory;

Oversees the stock of equipment, parts to ensure that proper inventory levels are maintained, performs and supervises welding and fabrication work in the welding shop, orders steel and welding supplies as necessary;

Operates a computer to maintain a variety of detailed maintenance records, reports and schedules related to the maintenance and repair operations on each piece of equipment;

Acts as facility manager for the highway department complex and coordinates required maintenance and repairs with the Highway Superintendent and Deputy Highway Superintendent, may participate at times in emergency operations and snow and ice control operations;

Other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and techniques of mechanical, electrical, electronic and hydraulic repairs on gasoline and diesel powered motor equipment and heavy construction equipment;

Thorough knowledge of the safe and efficient operation and use of motor equipment, including construction equipment

Thorough knowledge of the use of motor equipment repair parts, materials and supplies;

Good knowledge of the storekeeping and inventory control practices followed in a motor equipment repair shop;

Ability to plan and supervise the work of others;

Ability to provide training to subordinate skilled motor equipment repair personnel;

Ability to read and interpret technical motor equipment repair manuals and circuit diagrams;

Ability to accurately diagnose mechanical, electrical, electronic, cooling, drive train, braking, steering, fuel and hydraulic system problems for gasoline and diesel powered equipment;

Physical condition commensurate with the demands of this job.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- a) Possession of an Associate Degree from a regionally accredited or NYS registered college or university in Automotive Technology, Shop Management, Autotronics, Diesel Technology, Auto Body Technology or Mechanical Design, AND (4) four years of experience as a automotive mechanic, automotive/diesel technician, heavy equipment mechanic, technician, service manager, automotive inspector, body technician, estimator, customer advisory or part manager, or similar position; OR:
- b) Six (6) years of experience as indicated in (A) above with one (1) year in a supervisory role; OR:
- c) Any equivalent combination of experience and training as indicated in A and B above.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession and maintenance of a NYS Class B driver's license with ability to obtain a NYS Class A license within one (1) year of hire date; AND a NYS Motor Vehicle Inspector's License must be obtained within one year of appointment.

Jurisdiction Class: Competitive
Civil Division: County
Adoption PO: 1/20/2017

