

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** FLEET SERVICES MANAGER **GRADE:** 14

**TITLE ABBREVIATION:** FLEET SERV MNGR **TITLE NO.:** 6368

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**      **EEO CODE:** OA **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** CENTRAL MOTOR POOL

**SUPERVISOR'S TITLE:** COMMISSIONER OF PUBLIC WORKS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing the County's centralized fleet operation including procurement, repair, maintenance, leasing and replacement of vehicles. The work involves assuring that County fleet equipment is acquired, serviced and repaired in an efficient and cost-effective manner through a centralized maintenance program. Under the general supervision of the Commissioner, work is performed in accordance with established policies and procedures with latitude allowed for independent judgment in carrying out the details of the work. Supervision is exercised over a number of employees in the unit. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises operations and staff of the Central Motor Pool including the vehicle repair shop, tire and parts departments, to promote the proper running order, scheduling, and utilization of the County's automotive fleet;
2. Assures that a safe work environment is continuously maintained and that all personnel are trained in and familiar with emergency response methods and procedures;
3. Verifies that all requisitions, orders and bills, stock inventories, cost analyses of equipment operations and maintenance are correct and completed on a timely basis;
4. Plans and administers annual auction of excess vehicles;
5. Oversees timely and regular shop maintenance, repair and inspection of fleet vehicles;
6. Assesses need for specialized services from private vendors and/or repair shops making sure that, when needed, work is done completely, efficiently and in a cost-effective manner before payment is authorized and effected;
7. Insures smooth work flow of county employees by replacement of disabled vehicles through the emergency roadside assistance program;
8. Assures that fleet vehicles are maintained and repaired in a timely, safe and efficient manner;
9. Assesses need for new or replacement vehicles; recommends purchase to Commissioner;

10. Maintains up-to-date knowledge of State and Federal laws and regulations relative to fleet operations; assures appropriate compliance;
11. Develops specifications and drafts bid documents for purchase of fleet equipment; prepares contracts for private vendors/repair shops;
12. Reviews vehicle lease distributions and maintenance schedulings for operational efficiency and cost-effectiveness.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles of supervision; thorough knowledge of modern automotive equipment repair and maintenance practices; good knowledge of economical methods of requisitioning, purchasing, maintaining, leasing, and replacing vehicles and related equipment; good knowledge of New York State and Federal laws and regulations relative to fleet operations; good knowledge of County organization; good knowledge of account-keeping, and inventory practices; working knowledge of computer software used for fleet operations; inter-personal communication skills; ability to compile and prepare reports; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; tact; courtesy; initiative; dependability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) 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 completion of sixty (60) college credits and three (3) years of experience in fleet maintenance which included the repair and maintenance of automotive equipment, one (1) year of which must have been in a supervisory capacity; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and a certificate of completion from a vocational or technical school with concentration in automotive or heavy construction equipment repair and four (4) years of experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above. No substitution or equivalency will be accepted for the supervisory experience.

**SPECIAL REQUIREMENT:** Must possess at time of appointment and maintain a valid driver's license.

REVISED: 2/4/13 AT