

ORANGE COUNTY CLASS SPECIFICATION

TITLE: FLEET SUPERVISOR **GRADE:** 12

TITLE ABBREVIATION: FLEET SUPERVISOR **TITLE NO.:** 6379

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SC **FLSA CODE:** NE(2)

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

SUPERVISOR'S TITLE: FLEET SERVICES MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the County vehicular maintenance program. The development and implementation of a preventive maintenance schedule is a significant part of this position. Work is performed under the general supervision of the Fleet Services Manager. Supervision is exercised over assigned Motor Pool staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Establish and monitor maintenance program for County passenger vehicles, including scheduling vehicles for needed service;
2. Maintains records for all vehicles assigned to County Departments, including trip and mileage logs;
3. Handles warranty and insurance paperwork;
4. Arranges for all work including inspections, collision and transmission repairs and alignment;
5. Maintains vehicle repair records and furnishes data as needed;
6. Oversees operation of parts department including specifications procurement and disbursement of parts, billings, invoices and parts charge-outs;
6. Assigns specific tasks or work hours to mechanics and other workers in the repair of vehicles;
8. Specifies, procures and prepares purchase orders for shop manuals, equipment and supplies.
9. May participate in the repair of vehicles and/or equipment as necessary;
10. Maintains control over inspection of motor vehicles to meet the state's requirements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles of maintenance management dealing with automotive and highway equipment; good knowledge of vehicle repair and maintenance; good knowledge of parts for automotive equipment repair; good knowledge of inventory systems and procedures; good knowledge of NYS Inspection laws; good knowledge of business arithmetic and English; working knowledge of computer operations; ability to get along well with others; ability to understand and carry out complex oral and written directions; clerical aptitude; mental alertness; good judgment; tact; courtesy; 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 and a certificate of completion from a vocational or technical school with concentration in automotive or heavy construction equipment repair and two (2) years of automotive shop experience, 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 three (3) years of experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR
- (C) Five years of experience as described above in (A) above.

SPECIAL REQUIREMENT: Must possess at time of appointment and maintain a valid driver's license. May be required to obtain/possess a NYS Motor Vehicle Inspector's license.