

## 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 Motor Pool 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 Motor Pool vehicles, including scheduling vehicles for needed service;
2. Maintains records for all rental and loaner 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 for annual tradeins;
6. Oversees operation of parts department including billings, invoices and parts charge-outs;
7. Uses two-way radio to dispatch assistance to disabled motor pool vehicles;
8. Coordinates vehicle impounding procedures with District Attorney's Office;
9. Prepares purchase orders for shop manuals, equipment and supplies.

10. Oversees computer operations in Central Motor Pool area.

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**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 with courses in vehicle repair and maintenance and three (3) years of shop experience including one (1) year of supervisory experience; OR
- (B) Five years of experience as described above.

FORMAT CHANGE: 5/14/86

REVISED: 10/5/89

REVISED: 10/24/90

EEO CODE UPDATE: 11/29/90

RECREATED: 12/26/98 hf

**Revised: 10/29/03 mf**