

FLEET MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves primary responsibility for managing the Cattaraugus County fleet of vehicles and equipment. The work is performed under general supervision of the Commissioner of Public Works or his/her designee, allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Direct supervision is exercised over subordinate automotive maintenance and parts personnel. A Fleet Maintenance Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Manages Cattaraugus County fleet of vehicles and equipment in accordance with legislative policies;
- Establishes and maintains rules and guidelines for an effective fleet management program;
- Schedules and coordinates the purchase, maintenance and repair of vehicles and equipment for County departments;
- Supervises and actively participates in the work of performing inspections, safety, heavy duty repair and maintenance for all vehicles and equipment;
- Provides instruction and consultation to subordinates in the maintenance and repair of equipment;
- Oversees staff responsible for the storage and distribution of parts, supplies and equipment,
- Responsible for records of repairs and replacements made on automotive equipment;
- Monitors warranty work and deficient parts;
- Monitors and inspects paint booth and sand blasting operations to ensure compliance with regulations;
- Assists in the drawing up of specifications for the purchase of automotive and related equipment for the county;
- Makes recommendations on equipment purchases by reviewing local and state bids;
- May assist with written estimates for standard repairs, body work and damaged vehicles and coordinate activities in the body and paint shop;
- Helps prepare road machinery budget;
- Makes hiring and promotional recommendations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge and experience with supervising and inspecting the repair of diesel engines, hydraulics, heavy equipment, and other motor equipment; thorough knowledge of terminology, tools and safety precautions associated with automotive maintenance; good knowledge of storeroom procedures and methods used in ordering, receiving, storing a variety of supplies; ability to schedule the maintenance and repair of a motor fleet and equipment and coordinate delivery and receipt with other County departments; ability to understand and implement NYS Environmental and Safety Regulations and a multitude of technical and manufacturer recommendations regarding vehicles, parts, tools and equipment; ability to plan

and supervise the work of others; ability to prepare reports; ability to get along well with others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in the repair of automotive equipment.

SPECIAL REQUIREMENT: At time of appointment, must possess and maintain a valid Driver's License to operate a motor vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 4/19/12

Revised: 1/9/23