

SUPERINTENDENT OF FLEET OPERATIONS AND MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising the maintenance and repair of a variety of automotive and mechanical equipment for all county departments. Duties are performed under general supervision of the Deputy Commissioner of Public Works allowing for the use of independent judgement in carrying out the details of the work. Supervision is exercised over subordinate maintenance personnel. A Superintendent of Fleet Operations and Maintenance does related work as required.

TYPICAL WORK ACTIVITIES:

- Administers fleet management operations and vehicle assignments in accordance with legislative policies and terms of the collective bargaining agreement;
- Supervises the work of mechanics, welders, and other personnel in maintaining automotive equipment;
- Establishes and maintains rules and guidelines for an effective fleet management program;
- Schedules and coordinates vehicle inspections and repair operations;
- Maintains records of repairs and replacements made on automotive equipment;
- Supervises the storage and distribution of parts, supplies, and equipment;
- 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;
- Helps locate suppliers of unusual or scarce service parts;
- Provides instruction and consultation to subordinates in the maintenance and repair of equipment;
- May act as Operations Manager when necessary;
- Supervises maintenance of County Highway garage building.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of automotive equipment and methods associated with its maintenance; thorough knowledge of terminology, tools, and safety precautions associated with automotive maintenance; working knowledge of road construction and maintenance; good knowledge of storeroom procedures and methods used in ordering, receiving, storing a variety of supplies; ability to understand and assist in the preparation of specifications for automotive and related equipment; ability to plan, organize, and supervise the work of others; ability to maintain records and prepare reports; manual dexterity; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five years of experience in the repair of automotive equipment, one year of which must have been in a supervisory capacity.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/28/90

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