

HEAD AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class supervises and administers the County Garage Operations and Fleet Operations divisions within the Department of Public Works. This includes responsibility for the administration and coordination of the County motor vehicle operations and maintenance. In addition to developing and implementing a formalized preventative maintenance program, the incumbent researches and evaluates emerging technology for implementation into Garage/Fleet operations with an emphasis on environmentally sound practices. Further, the incumbent acts as a technical resource to personnel in other county departments as well as in surrounding municipalities involved in the selection, purchase, operation, repair and maintenance of safety equipment and vehicles used by emergency responders. Supervision is exercised over technical, trade and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs and supervises the work and staff of the Garage Operations and the Fleet Operations divisions of the Department of Public Works;

Develops and implements a preventive maintenance and repair program for county-owned vehicles and automotive equipment including those in the Motor Pool, Parkway Police vehicles, as well as those used by the District Attorney's Office, Public Safety, Medical Center, Community College, Environmental Facilities, Transportation and others;

Directs the inspection of vehicles and automotive equipment and determines recommended replacement schedules so that deficient, defective and/or obsolete vehicles and automotive equipment are either replaced or taken out of service;

Establishes and maintains a program of inspection and registration for all County owned vehicles in accordance with New York State regulations;

Establishes an emissions inspection and certification program, in accordance with applicable regulations, for vehicles and automotive equipment and maintains a recordkeeping system documenting the results of those inspections;

Uses database and other management reports to allocate County fleet vehicles over multiple motor pools to provide fleet services to County departments while maximizing efficiency and minimizing costs;

Develops annual budget requests for Garage Operations and Fleet Operations divisions, and oversees and monitors financial status of both divisions during each fiscal year;

Researches and evaluates energy saving technology and implements pilot and testing programs in order to determine whether the County should adopt such technologies;

Incorporates environmentally appropriate programs and technology into Garage practices, such as alternate fuel or hybrid vehicles, fuel saving devices, and recycling;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Develops appropriate specifications for the purchase of vehicles, automotive equipment and supplies and materials, and provides technical assistance to other departments in planning their vehicle and equipment replacement needs;

Oversees the inspection and approval of the delivery of all new vehicles to insure compliance with all specifications prior to acceptance into the fleet;

Directs the investigation and response to accident reports, emergency calls, disabled vehicles and equipment and complaints involving County-owned vehicles on a 24 hour basis;

Negotiates and administers regular maintenance contracts with service agencies and with dealerships for repair and preventive maintenance;

Provides mechanical and technical advice as to the purchase, operation and repair of light and heavy-duty vehicles in the Department of Public Works; Parks, Recreation and Conservation; Environmental Facilities, and Transportation;

Consults with the engineering division of vehicle manufacturers regarding all mechanical complaints;

Provides for the receipt, storage and issue of automotive parts and supplies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques used in the management of a large fleet garage including inspection, maintenance and repair; good knowledge of the different types and operational capabilities of automotive equipment; good knowledge of New York State laws and regulations governing equipment use and safety; knowledge of the principles and practices of public administration as applied to the administration of a central garage and fleet operations; ability to plan and administer the work of a large staff of technical, trades and clerical employees; ability to establish and maintain effective working relationships with operating personnel from other departments, subordinates and commercial establishments and their employees; ability to understand and carry out complex written and oral instructions; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; resourcefulness; good technical judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma or graduation from a trade school course and possession of the following:

Possession of valid license to operate a motor vehicle in New York State appropriate for equipment at assigned location;

Possession of a valid Air Conditioning Recycling License, issued by an EPA approved organization;

Possession of a valid Commercial Drivers License, Class A;

Possession of a New York State Automotive Emissions Inspectors License;

Possession of a New York State Heavy Duty Inspector's License;

Possession of a New York State Motorcycle Inspector's License

and either: (a) completion of a two-year post high school business or trade school course and six years experience motor vehicle fleet maintenance, including two years of administrative experience; or (b) eight years experience as stated in (a) which must have included two years of the specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.