

MOTOR EQUIPMENT SERVICES FOREMAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position, located in the Department of Public Works and Transportation, provides technical advice and assistance to managers regarding vehicle operation and maintenance. Responsibilities involve performing complex repair and analyses of automotive equipment; advising on the purchase, operation and maintenance of various County vehicles; and supervising and monitoring the automotive, diesel and heavy equipment maintenance programs of the County. Responsibilities also include scheduling vehicles for inspection, and working with the New York State Department of Motor Vehicles with regard to inspection regulations to ensure the County's fleet operations are in full compliance. Supervision is exercised over subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Monitors and may participate in the maintenance and repair of automotive equipment;

Assists with ordering, inspecting, and maintaining a supply of frequently used automotive parts;

Schedules and participates in the inspection of all County-owned vehicles in accordance with New York State regulations;

Consults with fleet management regarding the replacement and/or reassignment of automobiles;

Provides mechanical and technical advice relating to the purchase, operation and repair of light and heavy-duty vehicles;

Monitors the inspection and maintenance practices of vendors under contract for maintaining and inspecting the County's Solid Waste hauling vehicles as well as contractors responsible for ParaTransit bus and van services to ensure compliance with New York State inspection and New York State Department of Transportation regulations;

Works with the Health Department staff in compiling information relating to petroleum bulk storage tanks, fuel reconciliation, and recordkeeping; ensures the appropriate County officials are kept up to date on NYS DEC Fuel Storage and Distribution regulations;

Participates in consultations with the engineering staff of vehicle manufacturing companies regarding mechanical complaints;

Inspects and approves the delivery of all new vehicles to ensure compliance with all specifications;

Investigates and provides response for accident reports, emergency calls, disabled equipment, and complaints involving County-owned vehicles on a 24 hour basis;

Conducts inspections of automotive equipment on a regular basis to determine maintenance and replacement needs, and to ensure their safe and efficient operation;

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

Communicates with contract vendors under contract with the department for parts, collision repairs, warranties, etc;

Performs the highly complex automotive repairs and analyses;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and techniques used in making mechanical, electrical, electronic and hydraulic repairs on gasoline and diesel powered automotive, heavy motor trucks and construction equipment, centrifugal and diaphragm pumps, two and four cycle engines; good knowledge of the operation and use of automotive and other motor driven equipment; good knowledge of the current cost of repairs; knowledge of the operation and maintenance of shop equipment; ability to diagnose common troubles from symptoms as described by employees with little or no mechanical knowledge; ability to read and interpret technical repair manuals, circuit diagrams and blueprints; ability to make accurate diagnosis of mechanical, electrical or hydraulic problems for gasoline and diesel powered equipment; ability to understand and carry out complex written and oral instructions; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, communicate and understand in English sufficiently to perform the essential functions of the position; initiative; resourcefulness; good technical judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma, or trade school course and either: (a) completion of a two-year post high school business or trade school course* and four years experience supervising automotive repair and maintenance work, two years of which must have included work on trucks or heavy motor equipment; or (b) six years experience as stated in (a) two years of which must have included the specialized experience.

SPECIAL REQUIREMENTS:

1. Possession of valid license to operate a motor vehicle in New York State appropriate for equipment at assigned location
2. Possession of a valid Air Conditioning Recycling License, issued by an EPA approved organization
3. Possession of a valid Commercial Driver's License, Class "A".
4. Possession of a New York State Automotive Emissions Inspector's License
5. Possession of a New York State Heavy Inspector's License
6. Possession of a New York State Motorcycle Inspector's License.

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.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.