

SERVICES SUPERVISOR (AUTOMOTIVE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is primarily responsible for administering the County-wide Fleet Focus Database System. Responsibility includes coordinating the ordering, itemizing and cataloging of all motorized equipment for the county, including automobiles, setting up preventive maintenance inspection schedules for the county-wide automotive fleet; and coordinating and prioritizing fleet assignments to meet the needs of and use by County departments and staff. The incumbent also acts as the Safety Officer and works with the Head Auto Mechanic and Risk Management staff to ensure County Garages meet Public Employee Safety and Health Bureau (PESH) regulations. Supervision is exercised over subordinate fleet employees . Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Schedules the preventive maintenance, repair and inspection of county owned vehicles including those in the Motor Pool, Parkway Police vehicles, as well as those used by the departments of Correction, District Attorney's Office, Sheriff's Office, Environmental Facilities and others;

Coordinates the requisitioning and maintenance of all motorized equipment with vendors and suppliers for the timely delivery of parts and supplies;

Schedules deliveries of vehicles to various vendors for repairs such as body work, painting and towing, glass replacement; works with car dealers for major vehicle overhaul falling under warranty;

Completes applications for New York State registration and annual re-registration of all county vehicles and maintains records thereof;

Supervises the inspection of county owned vehicles and equipment to assess if repairs or replacements are needed;

Reviews Vehicle Condition Evaluations for each fleet automobile and makes recommendations on repairs or replacement;

Determines the rotation of vehicles between County fleets to ensure that accrued mileage between all fleet automobiles stays consistent;

Responds to emergencies such as automobiles accidents or breakdowns involving County fleet vehicles by writing a corresponding incident report, receiving police reports and submitting all documented information to the County Vehicle Safety Board for review;

Receives and responds to driver complaints regarding County fleet vehicles;

Assists in the specialized training of Motor Equipment Operators and Auto Mechanics on PESH regulations;

Coordinates the distribution of safety work equipment including helmets, safety vests, gloves, goggles, air lines, respirators and fire extinguishers;

Schedules shop work to maintain an even flow of work, timely repairs, and to minimize the delay in the repair and servicing of vehicles;

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

Arranges authorizations for the emergency pick ups of automotive parts or supplies to prevent undue delay in the repair of out-of-service vehicles or other automotive equipment;

Reviews invoices and claims for parts, supplies and other items delivered to Central County Garage or other County departments under contract or price agreement to assure correct quantity and pricing;

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

May perform other incidental tasks as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of fleet management software and its practical application; knowledge of PESH regulations as they apply to garage and maintenance operations; knowledge of the principles and techniques of effective supervision; ability to oversee the work of others; ability to deal effectively with vendors and suppliers; ability to analyze operating information and make recommendations for improvements; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound judgment; reliability; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and six years of experience in an automotive repair shop or similar facility, two years of which the primary function of the position was automotive maintenance support functions** for a fleet of fifty or more automobiles.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis up to four years. There is no substitution for the two years of specialized experience.

**DEFINITION: Automotive maintenance support includes a variety of tasks such as inventory management of automotive supplies and tools; resource and manpower allocation, and managing the regular service, inspection and maintenance of a fleet of automobiles, vans and/or trucks.

*SPECIAL NOTE: Education beyond the secondary level must be recognized and accredited by the Board of Regents of the New York State Department of Education.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License appropriate to the vehicles operated at time of appointment.