

DIRECTOR OF FLEET OPERATIONS

GENERAL STATEMENT OF DUTIES: Responsible for supervising the maintenance, operations, and repairs of a municipal automotive fleet and ancillary equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the head of Public Works or higher authority, the incumbent in this class is responsible for the management of fleet operations, including responsibility for preventative and demand maintenance, purchasing of automotive vehicles and equipment, technical training of employees, overall employee supervision and the instituting of safety standards. Supervision is a responsibility of this position, and is exercised over subordinate employees (automotive mechanic foreman, automotive mechanic, automotive mechanic helpers and maintenance mechanic-mechanical).

EXAMPLES OF WORK: (Illustrative Only)

Supervises the maintenance, operations and repairs of a municipal fleet which includes automobiles, trucks, construction equipment, sanitation, snow removal vehicles and buses;

Supervises the repairs to equipment, machinery, motors and pumps;

Prepares and writes specifications for automotive vehicles and equipment, supplies, and materials;

Provides budget recommendations for fleet operations;

Deals with authorized dealers, contractors, vendors to secure equipment and vehicles;

Develops long range plans to eliminate and purchase equipment and vehicles for the fleet;

Estimates costs and sells off obsolete or surplus vehicles and equipment to auction company or public sales;

Approves requisitions, purchase orders;

Maintains warranties, licenses and registrations for all vehicles;

Monitors warranty usage for entire fleet;

Arranges for repair work according to warranty guidelines;

Develops and implements a preventative maintenance program for entire fleet;

Recommends appropriate methods and repairs to recondition the fleet;

Instructs fleet employees in repair work as needed;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares written plans and specifications for the fabrication of equipment (i.e. design of leaf machines, mini garbage trucks);

Supervises the building or re-building of specialized vehicles and equipment (i.e. mini spreaders, packerbodies, traffic flasher tripods);

Reviews time and motion records of fleet employees to determine downtime for maintenance and repairs of vehicles;

Investigates complaints received on vehicle condition and equipment failure;

Makes appropriate arrangements and calls in garage personnel to have inoperable vehicle or equipment repaired or towed;

Investigates garage and work areas for adherence to safety codes and regulations;

Prepares written reports, memorandum;

Schedules leave time for fleet employees;

Interviews prospective employees and orients to shop operations;

May develop fleet safety program, including the investigation of accidents involving fleet equipment and estimating of damage costs;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May oversee the staff and operations of an auto parts storeroom.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the maintenance, operation, and repair of motor equipment of all types (i.e. automobiles, construction equipment, diesel engines, motors, pumps); good knowledge of the principles of mechanical design; good knowledge of repair costs; ability to make and understand mechanical drawings, shop prints; ability to plan and delegate work to others; ability to act responsibly in an emergency situation; ability to work with others; ability to manipulate an alpha-numeric keyboard; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness; reliability; sound technical judgement; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and two (2) years of technical school training in automotive repair and maintenance work including or supplemented by one (1) year of supervisory experience; or (b) graduation from high school or possession of a high school equivalency diploma and two (2) years experience in automotive repair and maintenance work including or supplemented by one (1) year of supervisory experience; or (c) seven (7) years experience of automotive repair and maintenance work including or supplemented by one (1) year of supervisory experience, or (d) a satisfactory equivalent combination of training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at the time of appointment.

Towns, Villages
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0487