

MOTOR EQUIPMENT SERVICES FOREPERSON
(Town of Greenburgh)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Public Works, an incumbent of this position exercises administrative and professional responsibilities in directing all activities of the Bureau of Equipment Repair in the Town of Greenburgh Department of Public Works. The incumbent directs and monitors the repair, maintenance and mechanical operation of all municipally owned vehicles, machinery and equipment. Responsibilities include preparing unit budget and controlling expenditures; providing mechanical and technical advice on the purchase, operation and maintenance of vehicles and equipment; performing the most complex repair and analyses of automotive, machinery and heavy equipment; maintaining inventory, equipment and purchase records; and scheduling vehicles for inspection. Supervision is exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises skilled mechanical repairs and maintenance for a large fleet of municipally owned vehicles (gasoline, diesel and hybrid powered), machinery and heavy equipment, including tools, plows, salt spreaders, trailers, roll-off containers, generators, fuel pumps and systems, to ensure work is being done efficiently and in accordance with the standard operation and safety procedures of the department;

Oversees staff training and scheduling of work assignments, and monitors the maintenance and repair of automotive equipment;

Prepares unit portion of department budget and maintains control over expenditures;

Maintains records of work performed, and documents and prepares reports of costs and operating needs;

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

Consults with department heads regarding the procurement, replacement and/or reassignment of automobiles and equipment and communicates needs to vehicle manufacturers and suppliers to obtain equipment;

Drafts specifications for the purchase of automotive, heavy highway equipment, and accessories;

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

Performs the most complex automotive and heavy equipment repairs, maintenance, and diagnosis;

Communicates with outside vendors for parts, collision repairs, mechanical complaints, warranties, etc. and with insurance companies to negotiate reimbursement for damaged vehicles and equipment;

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

Oversees the implementation of an equipment preventative maintenance plan and the New York State Inspections program;

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

Coordinates the activities of the department with the work of other municipal departments and other agencies;

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

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices, techniques, terminology, tools, and equipment used in making mechanical, electrical, electronic and hydraulic repairs on gasoline and diesel powered engines, heavy motor trucks and construction equipment, centrifugal and diaphragm pumps, generators, power tools, two and four cycle engines; thorough knowledge of the maintenance of motor equipment of all types; good knowledge of the operation and use of automotive and other motor driven equipment; good general knowledge of the current cost of repairs and replacement parts; good knowledge of the accident and safety precaution connected with such work; knowledge of the operation and maintenance of shop equipment; skill in diagnosing mechanical troubles on motor equipment of all types; skill in operating front-end repair equipment and shop-testing equipment for ignition and carburetors; 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 read and understand technical drawings, shop prints, mechanical curve charts; ability to make accurate diagnosis of mechanical, electrical or hydraulic problems for gasoline and diesel powered equipment; ability to keep simple activity records and prepare reports of such activities; ability to communicate effectively, both orally and in writing; ability to understand and carry out complex written and oral instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to plan, layout and supervise the work of others; good interpersonal skills; initiative; resourcefulness; good technical judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years experience where the primary function of the position was performing repair and maintenance work on automotive or heavy motor equipment, two (2) years of which must have been in a supervisory capacity.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (Cont'd.):

SUBSTITUTION: Satisfactory completion of an automotive training program* and possession of a degree or certification from a recognized college, university, or post secondary vocational school in Auto Mechanics, Automotive Technology, Automotive and Diesel Technology or a related field may be substituted for two (2) years of the general experience described above. There is no substitution for the two (2) years of supervisory experience.

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

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS: The appointing authority is responsible for verifying and ensuring that the candidate meets the following conditions at time of appointment and throughout the course of their employment: 1. Possession of a valid license to operate a motor vehicle in New York State appropriate to the vehicle to be operated. 2. Possession of a New York State Department of Motor Vehicles Inspector Certification for light vehicles. 3. Possession of a New York State Department of Motor Vehicles Inspector Certification for heavy vehicles.