

Jurisdictional Class: Competitive
EEO Category: Technicians
Adopted: 12/20/2023

FLEET MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing the maintenance and replacement activities of all County DPW maintained fleet, vehicles and equipment and providing technical direction and field supervision to all maintenance activities. A major responsibility is for the coordination of maintenance activities in widely separated geographic areas, and act as a liaison for County departments. Supervision is exercised over many employees through subordinate supervisors, and work is reviewed through observation or through oral and written reports. The work is performed under the general supervision of the Deputy Commissioner of Highways and Bridges. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates and supervises the activities of County DPW automotive and heavy equipment mechanics and the use of materials and equipment in the maintenance of the County's vehicles and equipment ;
Determines and schedules maintenance needs for various highway equipment and vehicles; Coordinates the use and distribution of vehicles and equipment between the various County Highway garages and other departments;
Oversees payroll and time banks for all mechanics and garage employees;
Oversees and participates in long range planning of vehicle and equipment purchases;
Oversees and coordinates specialized heavy equipment purchases;
Administers garage safety programs;
Reports to and confers with the Deputy Commissioner of Highways and Bridges regarding all heavy Equipment and vehicle inspections, scrap metal and resource recovery operations, DPW items for sale by Oneida County on E-bay and auctions international, large tool purchases and new technology related to maintenance of the County fleet.
Operates various types of road construction and maintenance equipment as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern road equipment maintenance methods and procedures; thorough knowledge of equipment, materials, tools, terminology and safety precautions used in equipment maintenance, snow removal, and ice control; ability to read and understand schematics, warranties, bid documents, and related road equipment paperwork; ability to solve operating problems as they occur in the field; ability to plan, organize and supervise the work of others; ability to secure the cooperation of others; ability to understand and carry out complex oral and written directions; ability to prepare and maintain activity costs and progress records and reports.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of associates degree in automotive technology or closely related field **AND** four (4) years of experience as a skilled automotive mechanic, which shall have involved repair and maintenance of heavy automotive equipment; two years of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of high school equivalency diploma **AND** six (6) years of experience as a skilled automotive mechanic, which shall have involved repair and maintenance of heavy automotive equipment; two years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

1. Possession of a valid Class B or greater, CDL, with airbrake endorsement at time of appointment and duration of appointment.
2. Possession of a valid NYS Heavy Motor Vehicle Inspection License at time of appointment and duration of appointment.

NOTE: Degree(s) 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. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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