

AUTOMOTIVE SERVICE CENTER SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position in the Highway Systems Management Division of the Department of Public Works responsible for the daily operation of the Automotive Service Center. The incumbent supervises the scheduling, maintenance, and repair of a fleet of motor vehicles, including those operated for road patrol and transport by the Sheriff's Office. The position is responsible for the training of new personnel and the evaluation of staff, ensuring proper procedures and policies are adhered to. The incumbent participates in such maintenance and repair as required. In addition, the incumbent assists the Fleet Administrator and division management in various budget management and fleet administration duties as needed. The work is performed under the general direction of the Fleet Administrator and division management with considerable leeway allowed in the planning and supervising of daily work activities. General supervision is exercised over subordinate mechanics and office personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises the day-to-day operations of the Automotive Service Center including scheduling and directing staff, managing the maintenance and repair schedules, and overseeing the maintenance of tools, equipment and the facility;
2. Trains employees in proper automotive repair and maintenance procedures and evaluates their performance;
3. Participates in vehicle repair and maintenance activities;
4. Supervises the parts specialist and oversees the management of parts inventories and the ordering process;
5. Manages the Automotive Service Center budget;
6. Inspects finished repair work and may road test vehicles;
7. Manages, coordinates and participates in snow removal and deicing operations assigned to the Automotive Service Center, including the operation of plows and sanders;
8. Assists the Fleet Administrator as necessary in overall management and administration of the facility;
9. Uses fleet management software to track vehicle repairs, parts inventory and schedule preventative maintenance work.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, practices and tools of the automotive mechanic trade, including accepted safety practices and OSHA standards, sufficient to manage and participate in the operation of a fleet automotive service center;

Knowledge of New York State Motor Vehicle Law as it pertains to the inspection of motor vehicles;

Ability to plan, supervise and inspect the work of others;

AUTOMOTIVE SERVICE CENTER SUPERVISOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Ability to communicate, both orally and in writing;
Ability to diagnose motor vehicle problems and to affect safe and efficient repairs;
Ability to keep records on parts usage, vehicle repair and employee usage;
Ability to exercise good judgment and to apply proper safety procedures to daily work activities;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time skilled mechanical work experience which primarily involved the repair of automobiles, trucks, construction equipment or farm machinery equipment. At least three (3) years of the work experience must have been at a lead mechanic or supervisory level.

NOTE: Acceptable work experience must be of a full performance nature and not limited in range as to type of repair performed.

SPECIAL REQUIREMENT:

1. Possession of a valid New York State Class B Commercial Driver License at time of application.
2. Possession of a valid New York State Class B Commercial Driver License with a Tow Truck Endorsement by completion of probation.
3. Possession of a valid New York State Motor Vehicle Inspector Certification, Class 1 and Class 2, at time of appointment.

ADOPTED: 01/01/2013
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