

GENESEE COUNTY

FLEET MAINTENANCE SUPERVISOR (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: These duties involve primary responsibility for managing the Genesee County fleet of vehicles and equipment, as well as managing environmental compliance and structural deficiencies within the Public Works Department. The work is performed under general supervision of the Commissioner of Public Works or Deputy Commissioner of Public Works, allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Direct supervision is exercised over Automotive Mechanics, Automotive Parts Workers, Welders, or other appropriate personnel. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Manages Genesee County fleet and equipment; schedules and coordinates the purchase, maintenance and repair of vehicles and equipment for County departments and outside agencies;

Supervises and actively participates in the work of performing inspections, safety, heavy duty repair and maintenance for all vehicles and equipment;

Requisitions supplies, materials, equipment and labor, maintains an inventory of parts, tools, safety equipment and supplies to operate and outfit the automotive repair shop as well as the highway department maintenance crews; monitors warranty work and deficient parts; obtains quotes for products and services; prepares purchase orders; helps prepare Road Machinery budget;

Acts as facility manager for the highway department complex; inspects facilities for deficiencies; submits and tracks work orders through buildings and grounds; contracts construction and repairs services; performs semi-annual overhead door safety inspections; monitors utilities and shop equipment for defects and proper operation;

Acts as environmental compliance manager; services and maintains shop cleaning tanks, floor drains, waste oil tanks and sumps; monitors septic system and distribution pits; monitors, maintains and repairs county fuel farm; collects and disposes of hazardous materials, properly stores oxygen, acetylene, paints, solvents, ethylene glycol and propane;

Performs design of parts, accessories and units and supervises fabrication of work in the welding shop; orders steel; maintains and purchases fabrication equipment and supplies; implements and monitors respirator safety program per New York State Department of Labor standards;

Produces written estimates for standard repairs, body work and damaged vehicles and coordinates activities in the body and paint shop; monitors and inspects paint booth and sand blasting operations to ensure compliance with regulations;

Makes hiring and promotional recommendations.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of the collective bargaining process and experience with unions; good knowledge and experience with supervising and inspecting the repair of diesel engines, hydraulics, heavy equipment, passenger buses and other motor equipment; good knowledge of safety procedures and traffic laws and regulations; working knowledge of welding techniques; ability to schedule the maintenance and repair of a motor equipment fleet and equipment and coordinate delivery and receipt with other County departments and organizations; ability to understand and implement NYS Environmental and Safety Regulations and a multitude of technical and manufacturer recommendations regarding vehicles, parts, tools and equipment; ability to plan and supervise the work of others; ability to prepare reports; and ability to get along well with others.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

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MINIMUM QUALIFICATIONS: EITHER:

- A. Possession of an Associate Degree or higher from a regionally accredited or NYS registered college or university in Automotive Technology, Shop Management, Autotronics, Diesel Technology, Auto Body Technology or Mechanical Design, **AND** (4) four years of experience as a automotive mechanic, automotive/diesel technician, heavy equipment mechanic, technician, service manager, automotive inspector, body technician, estimator, customer advisory or part manager, or similar position;

OR:

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and six (6) years of experience as indicated in (A) above;

OR:

- C. Any equivalent combination of experience and training as indicated in A and B above.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession and maintenance of appropriate license(s), as required.

NOTE: Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class

Adopted 11/14/25, Revised 5/12/26