

HEAVY VEHICLE MAINTENANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible supervisory work involving the direction of a small group of Heavy Vehicle Maintenance Mechanics engaged in routine tasks of heavy vehicle maintenance. Duties are performed under the general supervision of the department head with leeway allowed for the use of independent judgment in carrying out the details of the work. Specific instructions are usually received on repairs and maintenance of a special or emergency nature. Incumbent is charged with maintaining sufficient inventory of common equipment repair and maintenance products and tools. Direct supervision is exercised over subordinates.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, supervises and inspects work involved in the repair and maintenance of equipment;
- Assigns personnel, equipment to repair and maintenance tasks in an economic and efficient manner;
- Oversees the maintenance and repair of buildings and surrounding grounds where equipment is stored and repaired;
- Participates in vehicle diagnosis and repair;
- Orders parts, lubricants and consumables through submission of vouchers;
- Maintains sufficient inventory of parts and consumables;
- Confers with vendors, reviews vouchers received from vendors and checks for accuracy and appropriateness;
- Recommends need for replacement or major repair of heavy equipment;
- Weighs trucks and provides supervision of scalehouse as necessary;
- Submits reports as required;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of the common practices, tools, terminology and safety precautions associated with heavy vehicle maintenance and repair;
- Working knowledge of personal computers and office equipment;
- Knowledge of municipal acquisition and auditing practices;

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- Ability to supervise the repair and maintenance of equipment;
- Ability to instruct subordinate employees in standard departmental practices;
- Ability to follow oral and written instructions;
- Ability to maintain simple records;
- Manual dexterity
- Mechanical aptitude;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of fulltime paid supervisory or managerial responsibility over the operation of an automotive garage and/or fleet of vehicles of various types; **OR**
- B. Any equivalent combination of training and experience.

SPECIAL NOTE: An appropriate level operator's license or CDL issued by the New York State Department of Motor Vehicles is required at time of appointment and for the duration of employment.

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