

AUTOMOTIVE SERVICE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory work involving responsibility for managing repair and maintenance of all automotive equipment for a Town, including construction and sanitation vehicles. Duties include planning, assigning and supervising daily work relative to mechanical repairs and maintenance of automotive vehicles and equipment. Responsibilities also include inventory control, cost estimates and budget requests, purchasing of equipment and parts, and related reports and documentation. Work is performed under the general supervision of the Town Supervisor and/or Town Board, requiring significant exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of automotive mechanics and other skilled workers. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises daily work schedules and work assignments relative to repair, maintenance and overhaul of all Town automotive vehicles and equipment, including analysis, diagnosis and prioritization of mechanical problems;

Provides direction and guidance to automotive mechanics and other skilled workers in mechanical maintenance and repair work;

Arranges for repairs and services by outside service providers, when necessary;

Plans, implements, and oversees preventive maintenance program for all Town automotive vehicles and equipment;

Coordinates and conducts periodic inspections of all Town vehicles, in accordance with State inspection law requirements;

Receives, reviews and responds to automotive vehicle problems with Town vehicles and equipment, as needed;

Makes shop and road tests of equipment repaired, as needed;

Prepares cost estimates and budget requests for maintenance and repair projects and programs;

Performs inventory control functions, including maintaining inventory records, ordering and managing storage of materials, supplies, parts and tools;

Maintains a variety of required logs and records, including daily work logs, production records, fleet inventory records, individual vehicle log for each vehicle, vehicle insurance records, employee time records, etc.;

Prepares reports, bid specifications, and related materials, as needed;

Manages purchasing processes for automotive vehicles as well as equipment, parts, materials and supply purchases, in accordance with Town policies;

Trains new employees in the use of tools and equipment, and in the use of maintenance techniques;

Works closely with heads of Town departments such as Highway, Sanitation and Police, as well as the Town Board and Town Supervisor, on projects and issues relative to automotive vehicles and equipment;

Performs a variety of related duties as required.

AUTOMOTIVE SERVICE MANAGER (cont'd)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Thorough knowledge of standard automotive repair methods and the common practices, tools, terminology and safety precautions of the trade; ability to plan, schedule and supervise the work of others; ability to prepare and maintain accurate reports and records; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to make determinations relative economic feasibility of repair and replacement; ability to work within budgetary limitations; mechanical aptitude and skill; good professional judgment; initiative and resourcefulness; tact and courtesy; integrity.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and seven (7) years experience as a skilled automotive mechanic which must have included two (2) years of supervisory experience; or
- b) An equivalent combination of experience and training as indicated above.

SPECIAL REQUIREMENTS:

1. Possession of a current valid New York State Class D Driver License at time of appointment and throughout employment.
2. Possession of a current certification as Inspector issued by the New York State Department of Motor Vehicles at the time of appointment and throughout employment.