

MOTOR POOL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Department of Public Works, Buildings and Grounds and involves responsibility for the custody and control of all Oneida County motor vehicles garaged at the Oneida County Office Building. Custody of the vehicles includes assignment and use by county employees as authorized, and indicate performance, costs and efficiency of the motor vehicles. The work is performed under the general supervision of the Deputy Commissioner of Public Works, Building and Grounds, with considerable leeway afforded for the exercise of judgement in the implementation of work and equipment. May supervise automotive mechanics and/or clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the activities of motor pool, maintenance and clerical personnel;
Authorizes motor vehicle assignment, and coordinates usage by destination and mission;
Prepares periodic reports to reflect motor vehicle performance, cost, and efficiency;
Inspects and road tests motor vehicles to insure their safety and performance.
Maintains computer listing of all motor pool vehicles together with each vehicle's usage, per mile cost for maintenance, gas and repair;
Maintains computer tracking of all inventory parts for motor vehicles;
Reviews work orders and records to identify such factors as rates of productivity, types of repair tasks performed and the time required to perform such tasks for the purpose of identifying problems and improving the effective utilization of staff, equipment and supplies;
Purchases supplies and equipment including preparation of requisitions, checking on deliveries, approving purchase orders, meeting with vendors and salesmen to insure continuous operation of the vehicle maintenance and repair function;
Observes shop operations, meets with staff and reviews reports to insure that work schedules are achieved and that department policy and standards concerning the equipment maintenance program are followed;
Implements and enforces safety procedures and standards for all vehicle maintenance operations;
Reviews repair history for individual vehicles for the purpose of identifying equipment failure trends;
Recommends the purchase, repair or rebuilding of defective parts to keep vehicle downtime and repair costs to a minimum;
Trains staff in proper safety procedures;
Confers with supervisor and others to coordinate maintenance schedules and shop activities to insure the most effective utilization of staff and equipment and that work is completed according to schedule;
Prepares a variety of records and reports related to work.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of storekeeping and inventory control practices; ability to use the computer to monitor and assign motor vehicles, and to track maintenance, parts and fluid use; ability to plan, organize and supervise the work of the automotive mechanics and clerical personnel; ability to work in harmony with other persons.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer technology or a closely related field, **AND** three (3) years of experience in coordinating and scheduling, utilizing computer and tracking programs; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** five (5) years experience, as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of a valid license at time of appointment.