

NEW CASTLE COUNTY GOVERNMENT

Number 0186

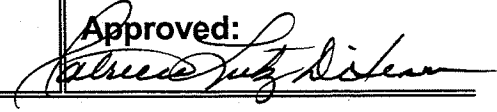
CLASS SPECIFICATION

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Date 05/01/01

Title: TRANSPORTATION DIVISION MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Plans, directs and coordinates the activities of the transportation functions of the Special Services Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans and oversees activities pertaining to the acquisition, cost, maintenance, repair and operation of automotive vehicles, heavy motorized equipment and related equipment on a County-wide basis. Responsibilities include reviewing automotive equipment needs of departments, coordinating the acquisition of vehicles and motorized equipment, preparing specifications and reviewing bids submitted. The employee also maintains contact with vendors, recommends the purchase and lease of equipment, and ensures supplier and manufacturer compliance. This employee directs and oversees a staff consisting of skilled and semi-skilled workers, accounting and administrative personnel and clerical personnel. Work is performed with considerable independence under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Develops and implements operational procedures;
- Plans and oversees, through appropriate subordinate supervisory personnel, the work of employees engaged in the repair and maintenance of automobiles, trucks, heavy motorized equipment and related equipment;
- Directs the scheduling of periodic maintenance of vehicles and equipment so as to insure an effective preventive maintenance program;
- Supervises the retention and disposal of all vehicles, heavy motorized equipment and related equipment;
- Recommends uniform standards and prepares specifications for the purchase and lease of various types of automotive and heavy motorized equipment;
- Develops the schedule for replacement of vehicles and heavy motorized equipment;
- Supervises the preparation of monthly and annual cost reports for areas of operational responsibility and prepares budgetary estimates to cover the cost of operations;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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Date 05/01/01

CLASS SPECIFICATION

Title: TRANSPORTATION DIVISION MANAGER

Approved:



- Directs the installation and operation of shop accounting, statistical and record systems;
- Prepares and submits other reports as required;
- Oversees the computerized vehicle information system;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of automotive repair shop management; thorough knowledge of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment; thorough knowledge of the principles, procedures and techniques of operating a large motor pool type of operation; good knowledge of the principles of operation of gasoline and diesel engines, and of the repair and maintenance characteristics of a variety of earth moving and other construction equipment; good knowledge of office and financial record keeping practices; knowledge of the operation of a personal computer and computer terminal; ability to prepare and interpret specifications for the purchase and lease of equipment; ability to plan, organize and supervise the work of a varied staff of skilled, semi-skilled, supervisory, administrative and clerical employees; ability to plan and prepare an operating budget; ability to establish and maintain effective working relationships with subordinates, superiors, other employees and vendors; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in the maintenance and repair of automotive, mechanical and heavy motorized equipment, at least two years of related supervisory or fleet management experience to include one year of experience in the operation of a vehicle information system, completion of two years of college in business administration or a related field, two additional years of experience at a supervisory or fleet management level may be substituted for the college requirement; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 10/18/77
Revised: 05/04/88
Revised: 04/17/89
Revised: 04/01/94
Revised: 07/01/97
Revised: 05/01/01