

AUTOMOTIVE SERVICE MANAGER (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and coordinating the repair and maintenance of school transportation equipment, grounds maintenance equipment, and snow removal equipment. Direct supervision is exercised over the work of all assigned personnel. The work is performed under the general direction of the Transportation Director with wide latitude being given to perform duties and responsibilities. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises, plans and participates in the maintenance and repair of transportation and other
automotive equipment;

Supervises the ordering, storing and distribution of parts, supplies and equipment;

Supervises the maintenance of records for repair estimates, completed repairs and parts inventory;

Maintains records on maintenance work performed on all vehicles and establishes a preventative
maintenance schedule;

Assigns and schedules work;

Maintains time and attendance records for all assigned personnel;

Implements and adheres to safety practices, including keeping current on new safety practices;

Trains and evaluates garage employees;

May be involved in school inclement weather/emergency decisions;

May assist with dispatching vehicles, drivers' issues and/or routes.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of the practices, tools, terminology and safety precautions of automotive maintenance and repair, specifically regarding large vehicles such as buses or trucks; Thorough knowledge of operating principles for both diesel and gasoline engines; Good knowledge of modern principles and practices of supervision; Good knowledge of safety procedures and practices; Good knowledge of record keeping and activities scheduling and coordination; Ability to plan, assign and supervise the work of others; Ability to read and understand plans and specifications; Ability to make oral and written reports; initiative; good judgement; and dependability.

MINIMUM QUALIFICATIONS: Six years of experience as an automotive mechanic, including two years of specializing in large vehicle repair.

Note: Completion of automotive repair courses may be substituted for automotive mechanic experience on a year-for-year basis up to a maximum of three years.

SPECIAL REQUIREMENTS FOR APPOINTMENT: *Possession of a valid New York State Driver's License with appropriate passenger endorsement.*

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Last Reviewed: 10/19/99
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 12/22/2022