

DESCRIPTION: Under administrative direction, organizes, oversees, and coordinates the maintenance, service and repair of State Transportation Services Bureau's (TSB) fleet. Work includes developing, implementing and evaluating policies and procedures for preventive maintenance, service and repair of vehicles, and supervising automotive mechanics and technicians in the TSB shop; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single-level, full performance, job classification that is only for positions within the DAS Transportation Service Bureau.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, implements and evaluates policies and procedures relating to the maintenance, service and repair of TSB fleet-owned vehicles including road side assistance program, Voyager card program, damaged vehicle policies, and service and repair policies.

Determines feasibility of repairs and justifies replacement or disposal of motor vehicles and equipment for the DAS TSB fleet; approves all TSB vehicle service and repair; authorizes commercial vendors; determines quoted labor and parts costs are the best possible prices. Submits bills to agencies for unauthorized maintenance, service and repair charges.

Assigns, supervises and assists with the highly skilled, technical work performed by automotive repair technical and support staff including: evaluates work, determines quality and quantity of work, and recommends personnel actions. Advises, assists and instructs automotive mechanics and technicians on repair problems.

Writes repair orders; maintains service and inventory records. Assures that established vehicle preventive maintenance programs are carried out.

Procures repair parts, materials, tools and equipment; supervises the Department of Administrative Services (DAS) TSB parts inventory and garage/shop.

Assists TSB Administrator in determining vehicle replacement needs.

Evaluates depreciating value of TSB vehicles; determines breakpoint of vehicles to determine whether to repair or replace vehicles. Inspects new vehicles for adherence to specifications; does not accept those that do not meet specifications.

Calculates maintenance and repair cost projections for biennium budget; assists with calculation of TSB budget and vehicle rates, monitors departments budget, revenue and expenses.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: vehicle preventive maintenance programs, TSB shop policies and procedures, inventory control, vehicle insurance practices, supervisory techniques, budget preparation, budget and fiscal management techniques.

Ability to: train and supervise the work of others; understand and enforce TSB policies/procedures and rules/regulations as well as State laws governing the use of motor vehicles; prescribe and perform the repair work needed, establish policies and procedures related to the service, maintenance and repair of TSB vehicles; determine feasibility of repair; negotiate and settle vehicle insurance claims.

Skill in: supervising subordinates, evaluating employee performance; understanding and operating the equipment owned and used by TSB.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Vocational/Technical diploma in Automotive Technology; OR Associates degree in Automotive Technology and/or Business Management or related field AND experience maintaining vehicles and other equipment or in coordinating delivery of fleet services; experience may be substituted for education on a year for year basis. Certification as an A.S.E. Certified Automotive Technician.

SPECIAL NOTE:

Automotive Technicians repairing or servicing CFC-12 or HFC-134a Motor Vehicle Air-Conditioning must be trained and certified by an EPA-approved organization. Must obtain required certification under the provisions of Section 609 of the Clean Air Act Amendments of 1990 within one year of employment. Maintenance of certification is a condition of continued employment.

Positions in this class require an employee to possess a valid driver's license.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).