

DIRECTOR OF OPERATIONS AND FLEET

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing the daily operations of the Highway Division of the Cattaraugus County Department of Public Works and primary responsibility for managing the County fleet of vehicles and equipment. Duties are performed under the general supervision of the Deputy Commissioner of Public Works with wide latitude allowed for the exercise of independent judgement in performing the technical aspects of the work and when deploying personnel and equipment. General supervision is exercised over subordinate supervisors and employees. A Director of Operations and Fleet does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules startup of projects county wide;
- Manages Cattaraugus County fleet of vehicles and equipment in accordance with legislative policies;
- Assigns and reassigns personnel and equipment as needed for projects;
- Visits worksites to assess progress;
- Oversees Highway Division preparations for winter snow removal;
- Briefs the Deputy Commissioner of Public Works and Commissioner of Public Works
- Oversees the calling out of road crews for snow and ice control;
- Moves crews as required by changing winter road conditions;
- Coordinates vehicle maintenance with the Sr. Automotive Mechanics;
- Interviews prospective employees;
- Makes hiring and promotional recommendations;
- Administers personnel policy for Highway and Refuse Divisions, including employee evaluation, discipline, and safety;
- Reviews specifications for motor vehicles and shop equipment;
- Complies with new equipment cost estimates for budget;
- Investigates accidents involving DPW personnel and equipment;
- Advises the media and public of road conditions;
- Explains department operations to the public;
- Assists in the drawing up of specifications for the purchase of automotive and related equipment for the county;
- Makes recommendations on equipment purchases by reviewing local and state bids;
- May assist with written estimates for standard repairs, body work and damaged vehicles and coordinate activities in the body and paint shop;
- Helps prepare road machinery budget;
- Coordinates with New York State Office of Emergency Management, Federal Emergency Management Agency and Cattaraugus County Office of Emergency Services during and after disasters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of equipment, materials, and techniques of road construction and maintenance; thorough knowledge of winter snow and ice removal procedures; thorough knowledge and experience with supervising and inspecting the repair of diesel engines, hydraulics, heavy equipment, and other motor equipment; working knowledge of occupational safety and health principles applicable to road construction and maintenance; working knowledge of terminology, tools and safety precautions associated with automotive maintenance; good knowledge of storeroom procedures and methods used in ordering, receiving, storing a variety of supplies; ability to schedule the maintenance and repair of a motor fleet and equipment and coordinate delivery and receipt with other County departments; ability to write bid specifications for heavy automotive equipment and related hardware; ability to plan and coordinate projects underway at different locations; ability to interpret plans, charts, and drawings; ability to administer department personnel policy; ability to supervise the work of others; ability to communicate effectively orally and in writing; ability to explain department activities to the media and public; ability to drive an automobile or light truck; courtesy to the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's Degree in Civil Engineering and at least two (2) years of experience supervising road construction or maintenance activities or other civil engineering projects;

OR

B) Possession of an Associate Degree in Civil or Construction Engineering Technology and at least four (4) years of experience as described in (A);

OR

C) High school graduation or possession of a high school equivalency diploma and six (6) years of experience as described in (A).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: At time of appointment, and thereafter, must possess and maintain a New York State Class B Commercial Driver's License.

CATTARAUGUS COUNTY CIVIL SERVICE