

ASSISTANT TRIPS OPERATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a moderately complex nature involving a responsibility for overseeing the day-to-day operation of Rockland County's TRIPS garage facility, including the dispatch, maintenance and repair of the fleet of buses which provides local transportation service primarily for the elderly and/or disabled. The work is performed under the direction of the Coordinator, TRIPS Operations and in accordance with applicable regulations, and supervision is exercised over a number of mechanics, dispatchers and municipal bus operators. During periods of emergency, an incumbent in this position may be required to work at other-than-normal working hours. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees TRIPS garage facility operation, including maintenance, security and inventory control; Establishes and monitors the performance of preventive maintenance schedules for the County's fleet of TRIPS buses and department cars;
Acts as liaison with maintenance sub-contractors;
Keeps complete and accurate records of work performed and of garage inventory;
Provides input for the development of specifications for the purchase of new buses and other vehicles;
Supervises a staff of dispatchers, bus operators and mechanics;
Interprets and oversees compliance with applicable government regulations (e.g. Americans with Disabilities Act);
Monitors expenses relating to garage operations;
Compiles information for annual budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools and terminology applicable to the repair and maintenance of buses and other automotive equipment; thorough knowledge of automotive safety and preventive maintenance procedures; good knowledge of government regulations relating to the operation of vehicles used by the elderly and/or disabled public*; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to interpret and carry out moderately complex written and oral instructions; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Graduation from high school and five (5) years of experience in automotive repair and maintenance, two (2) years of which shall have included management and/or supervisory duties.

NOTE: Technical education in automotive maintenance and repair beyond high school may be substituted, on a year-for-year basis, for up to two (2) years of the general experience.

SPECIAL REQUIREMENT: When vehicle operation is required, possession of a valid motor vehicle license appropriate for the kind and size of motor vehicle to be operated.

*To be demonstrated during the probationary period.