

**MOTOR VEHICLE OPERATION
OCCUPATIONAL GROUP [197]**

MOTOR VEHICLE SUPERVISOR

General Statement of Duties and Responsibilities

This class of positions encompasses professional and/or supervisory responsibilities of various levels of responsibility and complexity involved in the performance of motor vehicle supervision. Drives motor vehicles and operates equipment. There are two Assignment Levels within this class of positions. All personnel perform related work and may perform duties of lower level employees. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, supervises automotive operations of a departmental garage or automotive service facility and/or is responsible for the dispatching of the personnel, motor vehicles and equipment assigned to a large garage. Performs tasks such as the following:

Examples of Typical Tasks

Schedules subordinate personnel to perform servicing, minor repairing, and storage of automotive vehicles.

Inspects garage activities and facilities to ensure compliance with established standards and practices.

**MOTOR VEHICLE OPERATION
OCCUPATIONAL GROUP [197]**

MOTOR VEHICLE SUPERVISOR (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Investigates complaints on automotive servicing and operations.

Receives reports on the condition of motor vehicles and equipment repaired or needing repairs; directs the performance of minor repairs and refers major repairs to appropriate repair sections.

Reviews the utilization of motor vehicles and equipment by the divisions of a department to determine efficient schedules for storage and servicing, and economical employment of facilities and garage personnel.

Prepares and enforces routines of periodic oiling, lubrication, and washing of vehicles, their tire servicing, and the dispensing of gasoline as authorized for vehicular uses.

Initiates requisitions for needed supplies and automotive servicing equipment; works with vendors to obtain servicing, repairs, equipment and materials.

Supervises the maintenance of the garage, facility, and adjacent servicing premises in a clean and safe condition, with attention to the provision and operating condition of required fire safeguards.

Selects and dispatches suitable motor equipment to various jobs; prepares trip instructions and designates the routes to be followed. Schedules subordinate personnel to operate vehicles and equipment.

**MOTOR VEHICLE OPERATION
OCCUPATIONAL GROUP [197]**

MOTOR VEHICLE SUPERVISOR (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Investigates accidents involving assigned vehicles; prepares and reviews accident reports.

Keeps records on matters such as staff attendance, daily consumption of gasoline and oil, and times of departure and arrival of motor vehicles.

Checks condition of incoming and outgoing motor vehicles.

Instructs employees in the operation of specialized motor equipment, such as wreckers and heavy trucks.

May service motor vehicles in emergency situations.

Assignment Level II

Under direction, in addition to performing the work of Assignment Level I, supervises automotive operations of very large and/or more complex departmental garages and/or automotive service facilities of more than one departmental garage or automotive service facility and/or is responsible for the dispatching of the personnel, motor vehicles and equipment assigned to such garage facilities. Performs tasks such as the following:

**MOTOR VEHICLE OPERATION
OCCUPATIONAL GROUP [197]**

MOTOR VEHICLE SUPERVISOR (continued)

Assignment Level II (continued)

Examples of Typical Tasks

Directs the storage, maintenance and minor repairs of motor vehicles and mobile equipment used by a department; may direct major repairs.

Directs the assignment and training of a large number of persons engaged in motor vehicle operation, storage, maintenance, and repairs, and in related record keeping.

Schedules or supervises the scheduling of subordinate personnel in servicing, repairing and storing automotive vehicles.

Acts as a consultant within the department, or assists a departmental engineer in developing policies and procedures, in relation to motor vehicle and mobile equipment activities.

Supervises the investigation of complaints relating to motor vehicle servicing, dispatching, or repairs.

Supervises the keeping of records relating to motor vehicles and mobile equipment, and initiates or reviews requisitions for needed supplies and automotive servicing equipment.

Drafts specifications, and deals with vendors, for the purchase, repair, or modification of equipment.

**MOTOR VEHICLE OPERATION
OCCUPATIONAL GROUP [197]**

MOTOR VEHICLE SUPERVISOR (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Is responsible for the maintenance of assigned garages and facilities to ensure clean and safe conditions, with attention to the provision and operating condition of required fire safeguards.

Supervises the dispatching and routing of vehicles of a department.

Instructs employees in the operation of specialized motor equipment, such as wreckers and heavy trucks or schedules such instruction with departmental trainers.

Qualification Requirements

1. One year of New York City government service in the title of Motor Vehicle Operator; or
2. One year of full-time satisfactory experience as a motor vehicle dispatcher or manager of an automotive service garage.

License Requirements

A Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

C - XI

CODE NO. 91232

**MOTOR VEHICLE OPERATION
OCCUPATIONAL GROUP [197]**

MOTOR VEHICLE SUPERVISOR (continued)

Qualification Requirements (continued)

License Requirements (continued)

A Class A, B or C Commercial Driver License valid in the State of New York may be required for assignment to certain positions. There may be certain age requirements to obtain this license. This license must be maintained for the duration of the assignment.

Additional Qualification Requirements

For Assignment Level II

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements described above for Assignment Level I, at least:

- a) one year in the title of Motor Vehicle Supervisor; or
- b) one additional year of the full-time experience described in "2" above in a large automotive service garage.

Lines of Promotion

From: Motor Vehicle Operator
(91212)

To: Supervisor of Motor
Transport (91279)