

Minimum Qualification Specifications
for the Class:

AUTOMOTIVE FLEET SERVICES SUPERVISOR

Experience Requirement

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience.

Specialized Experience: Four (4) years of progressively responsible experience in the operation of an automotive service program. Such experience must have included the implementation of operational policies and procedures, and must have demonstrated knowledge of practices of automotive fleet management; and procedures and common practices of automotive maintenance; and the ability to interpret, apply and recommend revisions to policies and procedures; gather and analyze facts and make sound decisions; and prepare reports and budget documents.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance. The supervisory experience may have been gained separately or concurrently with the required Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is to reinstate, amend, and change the title to the minimum qualification specifications for the class Automotive Fleet Services Supervisor (formally Automotive Services Superintendent V), which were approved on May 17, 1969.

DATE APPROVED: 10/30/12



BARBARA A. KRIEG
Director of Human Resources Development