



Fleet Administrator Dutchess County Department of Public Works 2024 Salary: \$80,195 - \$98,390

This is a provisional position pending a future civil service examination. This position performs supervisory and administrative duties involved with managing the County Automotive Service Center and Highway Garage, and manages the County fleet of passenger vehicles, construction equipment, and specialized vehicles and machinery, including the Sheriff's Office law enforcement vehicle fleet. This position is responsible for providing adequate management and oversight of the Auto Service Center and Highway Garage and requires regular coordination with Department Heads, Directors and other management staff in both the Department of Public Works and other Departments. Duties include budgeting, usage scheduling, developing bid specifications, selection and acquisition of vehicles, cost control, operating policies, maintenance, management of parts inventory and stocking, and staff management. Most duties involve the use of computer equipment and/or computer data. This position differs from the Automotive Service Center Supervisor and Equipment Mechanic Supervisor titles in that those positions require specific knowledge of automotive repair while this position primarily involves fleet management of autos and construction equipment. Work is performed under the general supervision of the Commissioner and/or Deputy Commissioner of Public Works. General and direct supervision is exercised over a Garage Superintendent at the Highway Garage and over an Automotive Service Center Supervisor at the Automotive Service Center. Supervision is exercised indirectly over all mechanics and parts/stockroom/welder positions. Direct supervision over actual repairs is not a function of this position.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's Degree and one (1) year of full-time paid administrative work experience in the operation of an automotive fleet (not limited to passenger vehicles);
- OR: (B) Sixty (60) college credits and three (3) years of full-time paid administrative work experience in the operation of an automotive fleet (not limited to passenger vehicles);
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid administrative or supervisory work experience in the operation or maintenance of an automotive fleet (not limited to passenger vehicles);
- OR: (D) An equivalent combination of training and experience within the limits defined by "A" and "C" above.

NOTE: Qualifying administrative work experience involves the responsibility of supervision of a staff of not less than five, which include the determination of staff assignments, planning of department activities, and budget planning.

NOTE: Your degree or college credit 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.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs

Recruitment will be posted until 9/25/25.

An EEO/AA Employer

Posted: 9/11/25