

# CITY OF PERRY, GEORGIA

## JOB ANNOUNCEMENT

**POSITION OPENING:** 20-42 **Post Dates:** 6/15/20 – 6/29/20 (Or Until Filled)

**Title:** Vehicle Maintenance Manager

**Salary Range:** \$61,300-\$85,375

**Location:** Vehicle Maintenance

**Term of Appointment:** Regular full-time

**Probationary Period:** 12 months

### GENERAL NATURE OF WORK:

The Vehicle Maintenance Manager's role is to oversee the operation of the Fleet Maintenance Division, including acquisition, repair, maintenance, disposal and replacement of all city vehicles and equipment, overall parts operation, customer interface and shop productivity. An employee in this class leads skilled and semi-skilled mechanics in the most difficult and complex vehicle and equipment maintenance and repair work and personally makes the most complex mechanical repairs to automotive, diesel and other power-driven equipment.

### ESSENTIAL JOB FUNCTIONS:

Work activities involve multiple skills and may include any or all of the following depending on Department needs, emergency services, special projects and seasonal factors:

- Plans, directs, evaluates, oversees, organizes, supervises and coordinates the activities and operations of the Fleet Maintenance Division.
- Troubleshoots and diagnoses equipment breakdowns and operational irregularities, identifies probable causes, orders parts, determines repair plan and schedules equipment downtime for repairs.
- Diagnoses and determines the extent of mechanical problems using various types of shop equipment, machinery, precision instruments and specialized tools and replaces or rebuilds equipment based upon cost and quality of equipment operation.
- Inspects and diagnoses mechanical, electrical, electronic and hydraulic defects and problems on light and heavy-duty equipment and performs any necessary repairs.
- Performs automotive and equipment repairs including: performing tune-ups; inspecting and replacing brakes; inspecting and replacing belts and hoses; replacing tires; servicing air conditioners; replacing fuel and water pumps; etc.
- Maintains and repairs both wheeled and tracked light and heavy equipment such as backhoes, tractors, dump trucks, transport trucks, knucklebooms, bucket trucks and street sweepers.
- Repairs and maintains a variety of emergency vehicles and related systems, including installing cages, two-way radios, video cameras, radar devices, light bars, sirens, computers, electronics systems and other related components.
- Consults with operators of equipment to determine the nature and extent of mechanical problems.
- Overhauls, repairs and adjusts engines, transmissions, differentials, clutches, valves and heavy construction equipment hydraulic systems; machines, grinds and rebuilds engine blocks, heads, cylinders and valves.
- Replaces or repairs faulty parts including wheel bearings, clutches or oil seals, exhaust systems, steering mechanisms and related parts and equipment.
- Services automatic and manual transmissions; replaces bearings, gears and seals; changes fluid and filters.
- Services and repairs differentials and suspensions and replaces springs, torsion bars, bushing ball joints and shock absorbers.
- Welds, fabricates and assembles parts and equipment for automotive and heavy equipment; welds, brazes, cuts, shapes and fastens metal parts; fabricates and welds hydraulic lines, vehicle frames, chassis and exhaust systems.
- Implements and monitors a preventative maintenance program to assure cost effective maintenance and a scheduled maintenance program to provide maintenance by manufacturers' specifications.
- Checks all repair work performed for completeness including physical inspections and road tests before vehicle is returned to user Departments.
- Participates in the preparation of the Fleet Maintenance Division budget by reviewing the previous year's expenses and submits budget recommendations and monitors expenditures.
- Determines need and feasibility of major repairs on individual pieces of equipment and consults with user Departments to recommend repair or replacement of equipment.
- Assists Departments with the development of specifications for vehicles and equipment.
- Performs daily updates and assists with maintaining the computerized maintenance database and prepares reports concerning fleet operations and maintenance service.
- Responds to road-service calls in a timely manner, services and repairs disabled vehicles and equipment promptly.
- Coaches and mentors staff, instructs personnel in appropriate behavioral and performance standards in order to be consistent with fleet maintenance, departmental and city goals and objectives and provides leadership/supervision to lower level staff as necessary.
- Maintains high standards of accuracy in exercising duties and responsibilities and completes assigned work on or before deadlines in accordance with directives, policies, standards and prescribed procedures.

- Utilizes proper safety precautions in all work performed; recognizes, avoids and immediately reports unsafe acts, conditions, accidents and injuries.
- Establishes and maintains cooperative working relationships and teamwork with Department Heads, Supervisors, co-workers, public officials, business representatives and the general public by using good judgment, tact and courtesy.
- Communicates with Director of Public Works to inform them of the progress made on work assignments.
- Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility.

**PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES):**

- Knowledge of principles and practices of supervisory methods, including employee selection, termination, training, conducting performance appraisals and other functions of a Supervisor.
- Knowledge of lubricating systems and oils, greases and attachments used in lubricating automotive, heavy construction equipment and related equipment.
- Knowledge of the general operation of gasoline and diesel engines and proper methods for servicing automotive and heavy equipment in conformance with industry standards.
- Knowledge of standard automotive repair tools and equipment and specialized tools utilized in the servicing of heavy/light, hydraulically operated diesel/gas automotive powered equipment.
- Knowledge of the methods, materials, tools and standard practices of the automotive and heavy equipment mechanic trade.
- Knowledge of the operating characteristics of a wide variety of vehicles, equipment and machinery.
- Knowledge of preventative maintenance and repair programs for light and heavy duty equipment.
- Knowledge of all types of gasoline and diesel engines, automatic and manual transmissions, hydraulics, shop equipment and procedures and welding and cutting.
- Knowledge of computers and job related software programs.
- Knowledge of OSHA requirements and potential safety hazards and precautions applicable to fleet maintenance operations.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and math.
- Skill in the diagnosis of equipment malfunctions.
- Skill in the repair and maintenance of fuel systems, electrical systems, hydraulic systems, pneumatic systems and brake systems.
- Skill in welding and parts fabrication.
- Ability to function and perform effectively as a Manager and Supervisor.
- Ability to work cooperatively with co-workers and the general public by using good judgment to resolve customer complaints in a positive and timely manner.
- Ability to plan, organize and direct the work of skilled, semi-skilled and unskilled employees engaged in the repair and maintenance of vehicles and equipment.
- Ability to troubleshoot, diagnose and repair equipment with accuracy and speed; ability to create effective working relationships with employees.
- Ability to coordinate programs, prepare reports and maintain accurate records.

**MINIMUM QUALIFICATIONS:**

- High school diploma or GED required.
- Five (5) years progressively responsible experience in fleet operations or related area, including at least three (3) years in a supervisory or lead capacity, or other closely related work experience that provides the knowledge, skills and abilities needed to perform this job.
- Must maintain an acceptable Motor Vehicle Record (MVR) throughout employment.
- Preferred: Possession of a Carl Vinson Institute of Government Public Works Management Certificate or equivalent.
- Preferred: Possess and maintain a valid Georgia Commercial Driver's License (CDL) throughout employment.

**PHYSICAL DEMANDS:**

- Class A criteria job demand
- Work is generally performed indoors under dirty, uncomfortable, noisy and hazardous conditions.
- Duties requires good eye-hand coordination and the ability and stamina to perform heavy manual physical labor, move items weighing in excess of 50 lbs on a repetitive basis, as well as the ability to crawl, climb, bend, twist, stoop, kneel and to maintain such activities throughout a work shift.
- Weekend, holiday and after-hours work are sometimes required, as well as after-hours response and emergencies.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG FREE WORKPLACE**