CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
February 7, 2018

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Vehicle Maintenance Manager
Department of Water & Water Supply

The **Department of Water & Water Supply** has one (1) vacancy for the position of **Vehicle Maintenance Manager** at a rate of **$52,039/year @ 40 hours/week**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albanyny.gov.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014
Section 62-1 of Chapter 62 of the Code of the City of Albany.
D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

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An Equal Opportunity /Affirmative Action Employer

VEHICLE MAINTENANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Vehicle Maintenance Manager is responsible for the development, operation, and any modification of the comprehensive vehicle maintenance program of all City and/or department vehicles and operating equipment. Supervision is executed over other staff within the vehicle maintenance division of the department. Work is performed under the administrative direction of a higher member of management with a high level of independence of action.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Establishes and maintains a comprehensive vehicle and equipment maintenance program for all vehicles and operating equipment;
- Schedules all vehicles and equipment for maintenance;
- Establishes and maintains vehicle maintenance and "safety check" record system;
- Reviews maintenance and "safety check" records to determine vehicle or equipment usage or repair trends;
- Advises operating departments and purchasing official on purchase of vehicles and equipment;
- Supervises ordering and inventory of vehicle maintenance supplies and parts;
- Coordinates and prioritizes repair and maintenance of vehicles and equipment;
- Determines if repair of vehicle should be done "in house" or to outside contract service and direct appropriate action;
- Prepares vehicle or equipment maintenance and repair bid specifications for outside contract services;
- Establishes appropriate "charge backs" to departments for vehicle or equipment maintenance or repair services, and supervise billing of City departments;
- Establishes section budget;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of fleet vehicle maintenance and repair;
- Thorough knowledge of standard repair methods for automotive equipment, including diesel repairs and of terminology and tools of the trade;
- Good knowledge of safety procedures and traffic law requirements;
- Working knowledge of welding techniques;
- Skill in the utilization of mechanical repair tools and procedures;
- Ability to determine appropriate course for repair of automotive equipment;
- Ability to determine if repair can be done by "in house staff" or referred to outside contract service;
- Ability to determine cost efficiencies of repair or maintenance practices;
- Ability to develop and maintain computerized maintenance and repair records;
- Ability to analyze vehicle operational costs and recommend purchasing or operational practices;

- Ability to interact with several City departments affecting vehicle maintenance or repair and accomplish harmonious relationships;
- Ability to prioritize vehicle repairs or maintenance on a regular basis;
- Ability to direct the work of subordinate staff;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State college with an Associate's Degree (or higher) in Business Administration, Automotive Repair or a related field AND two (2) years of full time paid experience in the operation and management of a vehicle fleet operation; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full time paid experience in the operation and management of a vehicle fleet operation; **OR**

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

At the time of appointment, incumbents must possess a Commercial Driver's License permit. Prior to completion of probation period, incumbents must possess a Commercial Driver's License, Class B, and maintain this license for the duration of employment.

Issued: 11/29/16
Revised: 8/29/17