



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: MANAGER OF FLEET SERVICES

SALARY RANGE: \$25.21 - \$37.29

HOURS OF WORK: 7:00 a.m. – 3:30 p.m.

The City of Middletown is accepting applications for the position of **Manager of Fleet Services**. This position is located in the Public Works Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on April 6, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Associate's degree or equivalent in Mechanics/Repair training with seven (7) years of progressively responsible vehicle and equipment repair/garage management/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Class A Commercial Driver's License, Motor Transport Association certification and Air Conditioning License. **(copies of all required licenses/certificates must be attached to job application)**. Successful candidate must be enrolled in the Drug & Alcohol Testing program in accordance with DOT and City of Middletown policies.

POSITION PURPOSE: The purpose of this position is to manage and supervise the vehicle and equipment maintenance and repair program for police vehicles, fire vehicles, Water and Sewer and Parks department, Public Works and other City owned vehicles and equipment. The work is performed under the direction of the Director of Public Works and/or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Manages a skilled mechanical workforce in the overhaul, repair and maintenance of City vehicles, trucks, heavy and light equipment and other mechanical equipment. Manages the work performed by the garage and by private vendors. Oversees mechanics use of power equipment. Direct supervision of garage personnel; provides training and instruction; plans, coordinates, prioritizes, schedules, assigns and reviews work; allocates personnel; maintains standards and evaluates performance. Administers collective bargaining agreements, makes recommendations for hiring of new personnel and discipline. Oversees the security of the garage. Oversees the response to emergency situations involving garage personnel. Coordinates efforts with the Superintendent of Streets and Sanitation and other city departments. Develops budget recommendations and CNR; Manages parts inventory and authorizes the purchase of parts; processes invoices for payment. Develops and reviews bid specifications for equipment. Signs off on vehicles to accept purchase after inspection. Monitors vehicle registration. Coordinates and administers comprehensive preventive maintenance program for vehicles, trucks and equipment. Maintains and analyzes data regarding vehicles and equipment maintenance. Prepares a variety of reports, documents and correspondence; prepares work orders, summary data and invoices; forecasts long and short term work loads. Maintains time records for employees. Maintains material safety data book. Identifies training programs for employee development; coordinates demonstration of equipment by vendors. Attends training for supervisors. Attends weekly staff meetings. Performs the work of garage staff as needed; operates heavy equipment to troubleshoot problems. Reviews insurance claims; follows up on accident reports as a member of the Mayor's accident review committee. Performs other related functions as assigned or required.

CLOSING DATE: Completed *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on April 6, 2016**. Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 03/28/16