



CITY OF WATERTOWN, NEW YORK
MUNICIPAL CIVIL SERVICE COMMISSION

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PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

FLEET MANAGER

DATE POSTED: July 22, 2022
CLOSING DATE: August 8, 2022
SALARY: \$61,212 - \$77,120

PLEASE NOTE: This is a competitive title in the classified civil service; therefore, appointment is on a provisional basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

Interested persons should complete a civil service application online at
<https://watertown-portal.mycivilservice.com/jobopps>

A complete job description is attached.

Amie McIntyre
Executive Secretary

FLEET MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Fleet Manager is responsible for managing the City of Watertown New York Public Works Fleet Maintenance Division. This division is responsible for the repair and maintenance of over 400 individual vehicles and pieces of equipment operated by City Departments. In addition, duties involve environmental compliance associated with the on-site fueling facility and other regulatory compliance associated with fleet operations. The work is performed under general supervision of the Superintendent of Public Works, allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Direct supervision is exercised over Motor Equipment Mechanics. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains daily records of all work activity utilizing fleet maintenance software and asset management software programs.

Inputs daily records, supervises the preparation of reports and the requisitioning of supplies, tools, materials, and equipment to support fleet maintenance operations.

Supervises the work of staff to ensure vehicle safety inspections as well as all maintenance and repair activity is completed to a high standard.

Schedules work for all mechanics & support staff, prioritizing work based on department requirements.

Maintains vehicle and equipment asset history consisting of original acquisition data, all maintenance history, accident/damage history and final disposition of the asset.

Ensures preventative maintenance schedules for vehicles and equipment are followed.

Maintains a library of operator manuals, repair manuals and parts manuals for all vehicles and equipment assets.

Researches and provides resources for staff with respect to training on new diagnostic equipment, repair techniques and the operation of shop equipment.

Monitors warranty work for all vehicle assets

Acts as Facility Manager for the Fleet Maintenance building; inspects facilities for deficiencies; maintains a clean, safe work environment, monitors utilities and shop equipment for defects and proper operation.

Acts as Environmental Compliance Manager, ensuring compliance with New York State Petroleum Bulk Storage regulations applicable to the Cities fueling facility, fuel & lubricant storage facilities and waste oil tank facility.

Coordinates collection & disposal of hazardous materials associated with Fleet operations, properly stores oxygen, acetylene, paints, solvents, ethylene glycol and propane;

Produces written estimates for standard repairs, vehicle history reports and

Prepares the annual division budget and contributes fleet related projections for fuel use & repairs to other Departments..

Assist with capital budget planning and execution through vehicle/equipment replacement recommendations and the subsequent procurement of new fleet assets.

Makes hiring, promotional and termination recommendations.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: good knowledge and experience with supervising and inspecting the repair of passenger vehicles, heavy equipment, passenger buses and other motor equipment; Good working knowledge of vehicle and equipment sub-systems including but not limited to hydraulics, brakes, drive line, chassis suspension, and electrical systems; good knowledge of safety procedures and traffic laws and regulations; working knowledge of welding techniques; ability to schedule the maintenance and repair of a motor equipment fleet and equipment and coordinate delivery and receipt with other City departments; ability to understand and implement NYS Environmental and Safety Regulations and a multitude of technical and manufacturer recommendations regarding vehicles, parts, tools and equipment; ability to plan and supervise the work of others; ability to prepare reports; and ability to get along well with others.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is required to stand; walk; and use hands to handle, feel and/or operate objects, tools, or controls. The employee is required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

While performing the duties of this job, the employee may on occasion work in outside weather conditions. The noise level in the work environment is usually moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Possession of an Associate Degree from a regionally accredited or NYS registered college or university in Automotive Technology, Shop Management, Autotronics, Diesel Technology, Auto Body Technology or Mechanical Design, **AND** (4) four years of experience as an automotive mechanic, automotive/diesel technician, heavy equipment mechanic, technician, service manager, automotive inspector, body technician, estimator, customer advisory or part manager, or similar position.

OR:

- B. Six (6) years of experience as indicated in (A) above.

OR:

- C. Any equivalent combination of experience and training as indicated in A and B above.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession and maintenance of appropriate license(s), as required.

Valid New York State Driver's License. (CDL B Preferred, not required)

Candidate will be required to obtain a New York State Certified Motor Vehicle Inspectors License within 1 year of appointment.

The Fleet Manager is responsible for managing the repairs and maintenance of Federal Transportation Administration funded transit vehicles and as such, the position is considered safety sensitive which requires participation in random drug & alcohol testing.