



DEPARTMENT OF

FIELD OPERATIONS

Garage Supervisor

****2,000 CDL Sign on Bonus****

Salary: \$54,378 – 61,099

Type: Full Time

Benefits: Full Benefits

Date Posted: 10/22/2024

About Field Operations

The Department of Field Operations is comprised of nine teams and 50+ full time employees. These teams include Events, Fleet, Marina, Parking, Parks, Sanitations, Signals and Lighting, Special Projects, and Streets. Commonly known as Public Works in many jurisdictions, this department is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile

The Fleet Maintenance Supervisor under the general supervision of the Assistant Director. Is responsible for ensuring the efficient and effective operation of the central garage utilized to maintain and repair City-owned vehicles and equipment. This position is required to respond to after-hours calls on nights, weekends and holidays.

Preferred Education

High School diploma or GED

Preferred Experience

Five years of experience with vehicular or equipment repair and maintenance
1-3 years of supervisory experience or equivalent training.
ASE G1, A1-A9, L1-L3, and T1-T8 certifications or equivalent

Requirements/Certifications

Valid Driver's License
Class B CDL License

How to Apply

- 1 Visit salisbury.md/apply
- 2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification: Fleet Maintenance Supervisor

Grade: M2

Department: Field Operations

FLSA Status: NE

Date: 02/06/2024

Position Profile: The Fleet Maintenance Supervisor under the general supervision of the Assistant Director. Is responsible for ensuring the efficient and effective operation of the central garage utilized to maintain and repair City-owned vehicles and equipment. This position is required to respond to after-hours calls on nights, weekends and holidays.

Duties and Responsibilities

Administrative Management: Performs administrative duties to include maintaining and tracking department records, updates files, maintaining invoices, and fleet maintenance software.

- Prepares work orders for City vehicles, detailing the problem and/or work to be performed for use by the mechanics, and reviews forms upon completion of repairs for parts used and labor time required which are used for billing purposes.
- Maintains and updates daily records detailing preventive maintenance procedures performed for each City-owned vehicle/equipment to ensure such tasks are performed regularly for each vehicle as required.
- Processes all new City-owned vehicles and equipment, ensuring vehicles are properly undercoated, license plates are attached, proper City decals are affixed, identification numbers are assigned, and appropriate auxiliary equipment is installed in order to prepare vehicles for use by various departments
- Keeps informed on current department practices by attending workshops and educational programs or reading specialized literature.
- Oversees the receipt and checking of new vehicles and equipment for compliance to specifications.
- Maintain accurate records and reports.
- Serve as point of contact with employees and vendors and assist with their requests.

Skills Proficiency/Strategic Planning: Ability to monitor and evaluate problems and organizational performance in order to assess efficiency and effectiveness.

- Excellent organizational and interpersonal skills including written and verbal communication skills
- Ensure quality of repairs in accordance with customer requirements and DOT regulations

- Assists mechanics in the diagnosis and resolution of complex or unusual mechanical problems as required.
- Recommends vehicles and equipment for surplus and prepares required supporting documentation. Recommends new vehicles and appropriate equipment for replacement.
- Prepares out-going vehicles and equipment for removal from the City system, ensuring that the mileage is recorded, City license plates, identifying markings and auxiliary equipment have been removed, all titles to the vehicles are available at the auction, and the vehicles are transported to the appropriate areas.
- Recommends measures to improve work methods, equipment performance, and suggests changes in working conditions and use of equipment to increase efficiency of the garage operations.

Leadership/Team Leader: Ability to work with team members in a manner conducive to full performance and high morale.

- Assigns repair jobs to mechanics based upon individual workloads and the nature of the work to be performed. Excellent time management, organizational interpersonal skills.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.
- Identifies, tracks and schedules safety and technical training for division personnel.

Stewardship/Financial: Demonstrates understanding of the principles and practices of public or business administration, including budget preparation and analysis.

- Manages inventory to ensure needed parts are available to perform work. Prepares monthly inventory reports.
- Purchases and/or requisitions motor vehicles and equipment as well as tools, parts, materials, and supplies used in heavy equipment repair and maintenance.
- Complies with waste generation, storage, and disposal laws and policies.
- Monitors budget expenditures to ensure that account balances are not over/under spent, ensures purchase requisitions are coded to correct budget account, initiates procurement of budgeted equipment/materials in a timely manner, and recommends budget transfers as needed.

Development/Leadership Development: Supports team members to ensure their needs are met and the division operates effectively.

- Work on improving leadership skills by attending relevant meetings and trainings.
- Trains mechanics in work principles, procedures, and policies and to maintain appropriate production levels.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies staff development and training needs and ensures that training is obtained.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- High School diploma or GED
- Five years of experience with vehicular or equipment repair and maintenance or equivalent training.
- 1-3 years of supervisory experience
- Valid Driver's License
- Class B CDL License
- Forklift Certification
- ASE G1, A1-A9, L1-L3, and T1-T8 certifications or equivalent

Physical Requirements

Work requires occasional physical effort in the handling of materials up to 80 pounds and/or standing or walking 60% ± of the time. The work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, heavy equipment, vehicular traffic, machines, or chemical substances, etc. and observance of traffic signals when driving. May require working in adverse weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.