



PERSONNEL DEPARTMENT
400 SLOCUM ROAD
DARTMOUTH, MA 02747

PERSONNEL ADMINISTRATOR
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JOB POSTING

TITLE: Fleet Maintenance Supervisor
UNION: Laborers Local Union 1249
LOCATION: Department of Public Works
DATE AVAILABLE: ASAP
SALARY: Grade 9 - \$25.07 - \$30.84

RESPONSIBILITIES:

Responsible for the repair and maintenance of all Town vehicles, equipment, motorized equipment and radio equipment. See attached job description for complete details.

QUALIFICATIONS:

Associates Degree in business management or related field; 7 to 10 years of experience directly related to fleet maintenance and management; or equivalent combination of education and experience.

APPLICATION DEADLINE: Open Until Filled

Applicants may submit a cover letter and resume to:

Personnel Department
Town of Dartmouth
400 Slocum Road
Dartmouth, MA 02747

Or email to:

mmedeiros@town.dartmouth.ma.us

Town of Dartmouth is an Equal Opportunity Employer

TOWN OF DARTMOUTH

FLEET MAINTENANCE SUPERVISOR

Definition:

Responsible for the repair and maintenance of all Town vehicles, equipment, motorized equipment and radio equipment

Supervision:

Works under the supervision of the Director of Public Works. Performs supervisory duties.

Essential Duties and Responsibilities:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.)

Supervise the mechanical staff and garage operations including but not limited to: scheduling, assigning and supervising the repair and maintenance of vehicles and equipment, inspecting work in progress and at completion to ensure standards of productivity and quality; maintaining related parts inventory, repair and maintenance records, maintain fleet management system, fuel dispensing system, conducting safety inspections of town vehicles and equipment.

Perform complex mechanical tasks as needed to assist staff in completing scheduled work.

Prepare and present Division budget to Director of Public Works for review and revision; assist the development for town vehicle replacement and repair programs, prepare specifications; appraise bids and make recommendations to Director of Public Works or Town Administrator; expend budgeted funds within authority; and maintain and prepare budgetary reports and related records.

Maintain parts inventory and related records to meet scheduled and emergency repairs and maintenance.

Prepare reports and records, departmental billing, to include costs of parts and labor, vehicle accident reports, activity reports, damage estimates, diesel, and gas and oil consumption records utilizing electronic fuel tracking system; and contact state inspector, insurance company representatives, and vendors as required.

Utilize computer to maintain division records such as bid specifications, maintenance and equipment repair histories, etc. Maintain fueling station and related records for ordering diesel fuel and gasoline.

Track the distribution of fuel disbursement and oversee billing of fuel usage to various Town Departments and DPW Divisions.

Errors could be costly to correct and could result in damage to expensive equipment; errors could jeopardize personal and public safety.

Performs similar or related work as required or as situation dictates.

Minimum Qualifications:

Education and Experience:

Associates Degree in business management or related field; 7 to 10 years of experience directly related to fleet maintenance and management; or equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Knowledge of automobile, truck, and heavy equipment repair and maintenance.

Supervisory experience required as well as a working knowledge of fleet management systems and appurtenant fuel management systems.

A valid motor vehicle license is required; CDL with Class A and Hoisting licenses preferred.

Job Environment:

The employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually moderately noisy.

Physical Requirements:

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include

close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.