


TOWN OF WINDHAM

Position Title: Vehicle Maintenance Supervisor Date: _____
Department: Public Works Incumbent: _____
Reports to: Operations Manager Supervisor: _____
Classification: Union Town Manager: 

General Summary:

The Vehicle Maintenance Supervisor is a working supervisory position responsible for the overall supervision and operation of the Public Works Vehicle Maintenance division; enforcement of operational policies and procedures and providing for the preventive maintenance and repair of most municipal vehicles and equipment. The position operates under the general guidance and direct supervision of the Operations Manager or, in his/her absence, the Public Works Director. Work is evaluated through observation, review and reporting.

Essential Functions:

- Assists the Operations Manager and/or the Public Works Director in developing and administering the vehicle maintenance budget and managing departmental resources.
- Coordinates with the Highway Maintenance Supervisor and the Building and Grounds Supervisor regarding scheduled repairs to equipment so as to keep vehicles and equipment available while ensuring that routine maintenance and repairs are completed in a timely manner.
- Provides direct and indirect supervision for all Vehicle Maintenance personnel.
- Writes evaluations for all Vehicle Maintenance personnel; conducts evaluations sessions with the Operations Manager and/or the Public Works Director.
- Shares emergency on-call responsibilities. May operate trucks and/or equipment in severe weather emergencies.
- Oversees the scheduling and assignment of work to division employees.
- Inspects work as needed to ensure vehicles and equipment are in safe condition and ready when needed.
- Trains employees in the safe and proper use/operation of equipment.
- Ensures maintenance records on all vehicles and equipment are kept up to date, that all expenditures are tracked and accounted for by unit, and that an appropriate parts inventory is maintained.
- Oversees and participates in the diagnosis, repair, and overhaul of municipal vehicles and equipment as assigned; determines what repair services will be contracted out.
- Assists the Public Works Director in preparing specifications for bids for vehicles and equipment.
- Carries Town phone for after-hours emergencies.
- Works effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties and Responsibilities:

- Performs other work as may be required in support of Public Works.

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Competencies:

- Working knowledge of electrical systems, electronic ignitions, brakes, air systems and hydraulics, and various testing equipment:
- Ability to diagnose, repair and overhaul vehicles and equipment:
- Knowledge of and ability to maintain and repair heavy equipment:
- Commitment to safety procedures and departmental policies;
- Time and project management skills;
- Demonstrated supervisory skills and experience in a maintenance garage setting; and
- Ability to develop and maintain working relationships with employees, other Supervisors, Department Heads, public officials and the general public.

Required Education/Experience:

- High school diploma or equivalent;
- Vocational training in auto and heavy equipment maintenance and repair;
- Valid State of Maine CDL driver's license;
- Valid State of Maine Motor Vehicle Inspection License;
- Minimum of five (5) years' experience as an equipment mechanic with at least three (3) years of supervisory experience, or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities to perform the essential functions of the position.

Additional Eligibility Qualifications:

- Ability to pass an initial, and subsequent, background checks, including criminal history, driver's license, and other checks deemed appropriate by the Town.
- Participation in a federally mandated drug and alcohol testing program, including both pre-employment and random testing as a condition of employment.
- Knowledge of and ability to use all office equipment – i.e. computer, calculator, photocopier, phone and FAX machine.
- Experience using Microsoft Office software.
- Ability and willingness to work nights, weekends, on-call, and/or overtime as necessary.
- Ability to perform the physical requirements of the position.

Working Conditions/Physical Demands:

Work requires sufficient physical strength, agility, endurance, and dexterity and hand-eye-foot coordination to perform all essential functions. Requires sitting, standing and walking for long periods of time; considerable kneeling, crawling, bending, climbing stairs and ladders; and the ability to lift up to 80 pounds. Work performed indoors and outdoors year-round in all weather conditions and may be called in after regular working hours to respond to emergency maintenance and repair needs.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

Vehicle Maintenance Supervisor

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The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.