

Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

PLEASE POST

July 19, 2019

TO: All City of Englewood Employees
FROM: Human Resources
SUBJECT: Available Position: **Central Maintenance Supervisor**

There is (1) available position of Central Maintenance Supervisor in the Department of Public Works

This is a full-time, permanent, unclassified position. Hours are 7:00 a.m. to 3:00 p.m., Monday through Friday. Benefits include, but are not limited to:

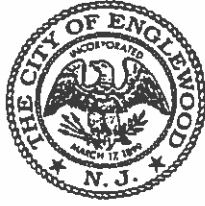
- Paid vacation and sick days
- Health benefits (shared cost)
- Vision, dental and long term disability coverage (all voluntary)

Salary range is \$55,000 to \$60,000 annually.

Anyone interested in applying for this position should submit his/her resume, along with a cover letter, to the City of Englewood Human Resources.

A complete job description is hereto attached.

cc: E. Jenkins
V. Singletary



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Personnel
Department

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SUPERVISOR – CENTRAL MAINTENANCE

DEFINITION

Under direction of the Manager of Operations is responsible for supervising the administrative and mechanical work involved in the management of the City garage system; performs related work as required.

EXAMPLES OF WORK

- . In the garage and in the field, has charge of and works with employees engaged in specific servicing, maintenance and repair tasks on motor vehicles and motorized equipment.
- . Organizes and assigns work schedules; receives complaints and takes proper action.
- . Obtains and supervises the storing, safeguarding and use of needed equipment and supplies.
- . Initiates investigations into accidents involving City vehicles.
- . Responsible for the preparation of budget estimates.
- . Evaluates the performance of subordinates.
- . Prepares Reports.
- . Establishes and maintains records and files.
- . **Must be available for emergency call-back as scheduled.**

QUALIFICATIONS

Education, Experience and Licenses

- . 5 years of experience in the installation, maintenance and repair of varied types of motors, vehicles and equipment (three of which shall have been in supervisory capacity).
- . Must possess a valid New Jersey Commercial Drivers License (CDL).
- . Must possess an Automotive Service Education Certification (ASE).

Revised 7.2019

- . Must have diesel mechanic experience.

SUPERVISOR – CENTRAL MAINTAINENCE
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Knowledge, Skills and Abilities

- . Thorough knowledge of various types of motors and their operation.
- . Thorough knowledge of the diagnosing of reasons for motor failure and the steps necessary to correct the condition of tools and equipment used in tearing motors down, installing new parts and reassembling motors and testing motors, brakes, lights and other parts of vehicles and equipment.
- . Thorough knowledge of the obtaining, storing, recording, safeguarding and properly using equipment, materials and supplies.
- . Thorough knowledge of keeping of necessary records.
- . Ability to analyze mechanical problems.
- . Ability to organize assigned work and develop effective work methods.
- . Ability to give suitable assignments and instructions to assigned employees.
- . Ability to obtain, store, record, safeguard and properly use equipment, materials and supplies.
- . Ability to keep necessary records.

- . Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position. Communication may include such forms as American Sign Language or Braille.
- . Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer hardship, such person may not be eligible.