

Duties:

Under general supervision of the Director of Public Works, and directly reporting to the Assistant Director of Public Works, responsible for the repair and maintenance of Public Works vehicles, machines, motorized equipment, and radio equipment.

Supervise the Garage & Equipment Division staff including: scheduling, assigning and supervising the repair and maintenance of town vehicles, heavy and light equipment and other equipment and machines; inspecting work in progress and at completion to ensure standards of productivity and quality; maintaining related repair and maintenance records and tracking in the electronic vehicle management software; and conducting safety inspections and registration of town vehicles.

Prepare and present Division budget to Assistant Director for review and revision; assist the development for town vehicle replacement and repair programs, prepare specifications; appraise bids and make recommendations to Assistant Director or town department manager; 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; and ensure the security and protection of garage property and equipment.

Prepare reports and records to include costs of labor and parts, 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.

Enforce existing procedures and policies and develop new garage methods and procedures as authorized; ensure adherence to applicable Town, State and Federal health and safety rules and regulations; and maintain garage and equipment in clean and orderly condition. Ensure environmental compliance of fuel tanks including complete submittal of required documents to Town, State and/or Federal agencies.

Interview candidates for vacant positions and recommend selection, discipline and changes in status and compensation to Assistant Director; train and orient new personnel; and prepare and submit payroll documents and prepare and maintain work and vacation schedules in compliance with Town and Department policies and procedures.

Responsible for providing alternate solutions when equipment is unavailable for usage due to maintenance and repairs, and managing the radio communication network.

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

Track the distribution of fuel disbursement and determine amounts to be charged off to various departments and divisions. Assist other departments throughout Town with mechanical, vehicle, and equipment needs.

Required to be available and participate in the snow program and shall be a key member of the department's emergency response team; serves on relevant boards and committees as assigned. Performs related technical and administrative duties as assigned by Director/designee.

Basic Knowledge:

- Ability to prepare routine to complex correspondence and reports utilizing computerized office applications, such as word processing, spreadsheets, databases, etc.
- Ability to understand, learn, interpret and explain policies and procedures and to apply such guidelines appropriately to different situations.
- Ability to communicate clearly and concisely with others, both verbally and in writing.
- Ability to prioritize multiple tasks and deal effectively with interruptions.
- Knowledge of gasoline, diesel and heavy equipment operations, repair and maintenance
- Computer skills
- Working knowledge of Access databases, Excel and electronic vehicle and fuel management systems.

Education and Experience:

Duties require knowledge of automobile, truck, and heavy equipment repair and maintenance equivalent to two years of college with a focus on business or management and 5-7 years of directly related experience or an equivalent combination of education and experience. A valid motor vehicle license is required; CDL and Hoisting Licenses are preferred.

Independent Action:

Incumbent functions independently within scope of Town and department policies and procedures; assists in managing long-range replacement and repair program; develops detailed specifications for the procurement process; and refers issues involving staff discipline and large expenditures to Director/designee.

Supervisory Responsibility:

Supervises mechanics and temporary employees equivalent to 4 FTE's

Physical and Environmental Responsibility:

- Frequent periods supervising or inspecting in non-office environments, including garages
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise, exhaust fumes and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone.
- Periods supervising or inspecting Town owned vehicles/equipment in non-office environments, both in and out of Needham, Massachusetts