

City of Revere

Job Title: FLEET MAINTENANCE SPECIALIST

Department: Department of Public Works

Hours: Standard hours are Monday-Thursday, 8:15am-5pm; Friday 8:15am-12:15pm. This position will be expected to work in some nonstandard hours.

Total: 39 hours/week

Contract: Union Position

Salary: \$31/hr plus benefits

DEFINITION

Position is responsible for planning and managing the maintenance of the entire fleet of vehicles for the Department of Public Works. vehicles including fueling, inspection, maintenance, and repair. Employee is required to perform all similar or related duties.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Establishes and implements a preventative maintenance schedule to ensure that City vehicles are brought to the maintenance garage for routine up keep. Provides advance notice to operators when maintenance is due.
- Expeditiously responds to emergency repairs. Identifies issue with nonfunctional vehicles, determines whether vehicle can be repaired at location, in DPW garage or must be sent to outside vendor for repair. Also determines if cost for repairing vehicle may be more prohibitive than its value.
- Prioritizes and schedules repair work.
- Manages and verifies schedules for work outsourced to vendors, staying in constant touch about cost, schedule and prioritization needs.
- Schedules and either performs or, if necessary to meet timelines, outsources any seasonal maintenance on vehicles such as preparing vehicles for snow and ice response.
- Manages and actively monitors the electronic fuel dispensing system, issues fuel keys, monitors usage, and orders fuel.
- Maintains parts inventory sufficient do preventative maintenance on DPW vehicles. Ensures parts are securely stored, use is documented, and materials are inventoried.
- Ensures that maintenance garage operations comply with applicable state and federal regulations.
- Submits annual proposed budget to meet operating and capital needs of the Fleet Maintenance Division, including recommendations for vehicles in need of replacement.
- Manages division budget and ensures that adequate materials, supplies, and equipment remain on hand to perform daily work and respond to emergency roadway repair needs.

SUPERVISION RECEIVED

Under direction of Public Works Director, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

SUPERVISION EXERCISED

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work completed by the division both internally and that which is outsourced.

ACCOUNTABILITY

The nature of work or the operation of large, complex or potentially dangerous equipment increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment or personal injuries.

EDUCATION AND EXPERIENCE

- At least five (5) years of relevant experience, especially using and providing preventative maintenance with heavy equipment such as hydraulic sanders, hydraulic sweepers, vacuators, etc.
- Must have proven ability to manage fleet, especially maintaining a strong preventive maintenance schedule, records maintenance, warranty management, and parts management
- Must be comfortable and efficient using a computer
- CDL Class B license
- Valid state driver's license and clean driving record
- Ability to pass criminal background check
- Ability to pass a drug test

WORK ENVIRONMENT

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be continually performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or being under prolonged pressure during emergency situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

- Requires frequent and extended periods of physical labor, continuous walking, standing, climbing, and frequent periods of uncomfortable physical positions such as stooping, kneeling, balancing, crouching or crawling.
- Requires the ability to lift, move, carry, and position heavy objects frequently up to 25 lbs. and occasionally up to 50 lbs. using the proper body techniques.
- Requires attention to detail and vigilance in adherence to procedures and safety protocols due to equipment used and presence of hazards.

- Requires the regular use of a computer and other electronic equipment.
- Requires the regular use of technical material, including books, manuals, plans, specifications and digital material.
- Requires the regular use of both verbal and written communication with others.

REQUIRED QUALIFICATIONS

Preferred Qualifications

- CDL Class B preferred endorsements:
 - L – air brakes
 - Either X – hazmat and tank or H – hazardous materials and N – tank vehicles
- Hoisting license or the ability to obtain within 6 months preferred

Special Requirements

- Must provide own power and hand tools, which will be secured on the premises
- City of Revere Residents

Selection Guidelines

Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

With application, please provide:

- Evidence of all relevant license, certifications, etc.
- List of own power and hand tools

Send Applications by December 14, 2016 To:

jobs@revere.org