

**TOWN OF PALM BEACH**  
**HUMAN RESOURCES DEPARTMENT**

**VEHICLE MAINTENANCE SUPERVISOR**

*Starting Salary - \$51,578 - 66,984*  
*(Depending on Experience & Qualifications)*  
*Salary Range - \$51,578 - 79,041*

POSITION:

This is a supervisory and skilled mechanical position responsible for supervising and coordinating the maintenance shop operations/activities involving maintenance and repair of the Town's fleet of automotive and mechanical equipment including:

The repair and maintenance of general and special purpose engines, motors, pumps and all other types of mechanical equipment, vehicles and related automotive devices. Employee makes assignments to a crew of automotive mechanics, giving technical advice and assistance when needed, and participates in the work load, which includes answering emergency calls at all times. Work is reviewed under the general supervision of the Services Division Manager, who reviews work reports and cost records, and confers with the employee on unusual problems.

Employee must know, use and operate all tools and shop equipment, and work independently on projects assigned him by the Services Division Manager. Employee must have considerable experience in engine repair. Employee will be required to work indoors or outdoors in various weather conditions and in a noisy atmosphere. It may be necessary to climb stairs, bend to do inspections, and stand for long periods of time working. Employee must be able to lift objects up to 75 pounds in the course of the work. Employee will be responsible for doing reports on projects as required by the Services Division Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Effective communication skills via telephone, hand-held radio and makes personal contact with employees, residents, contractors, etc. Able to deal tactfully and professionally with the public.
- Considerable knowledge of the methods, materials, and techniques used in fleet maintenance activities.
- Ability to understand, interpret and effectively carry out written or oral instructions, including construction plans.

- Excellent, effective supervisory techniques; ability to plan, assign and supervise the work of subordinate employees.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Thorough knowledge of the operation and repair of internal combustion gasoline and diesel engines and chassis parts.
- Considerable knowledge of the occupational hazards and safety precautions of the trade.
- Ability to diagnose defects of automotive equipment and to remedy defects.
- Ability to plan and direct the work of an automotive shop, making efficient use of labor and materials.
- Ability to maintain computerized fuel tracking system; ensures availability of adequate fuel levels.
- Ability to monitor and maintain inventory of parts, tools, tires, chemicals, supplies, and equipment; ensures availability of adequate materials to conduct work activities; initiates orders for new or replacement items; evaluates new products and makes purchasing recommendations; oversees and participates in annual/periodic physical counts of inventory.
- Ability to maintain work orders in fleet maintenance program; enters work order data into program.
- Ability to keep records and prepare clear and concise reports on garage operations.
- Skill in the use of all types of shop tools and equipment of the trade.
- Ability to climb stairs and scaffolds, and enter and exit Town vehicles.
- Ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight up to 20 lbs.
- Ability to operate vehicle horns and push buttons (telephone, office machines, security pads, etc.)
- Ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals.

- Requires exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, or toxic agents (including gasoline, solvents, etc..)
- Visual, oral, and audio acuity sufficient to meet the minimum requirements of the position.

**MINIMUM EMPLOYMENT REQUIREMENTS:**

High School Diploma or GED; supplemented by vocational/technical training in mechanics, automotive/mechanical maintenance, and vehicle operation; supplemented by five (5) years previous experience and/or training that includes progressively responsible maintenance shop operations, mechanics, automotive/mechanical engine repair/maintenance, welding/body work, fleet operations, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid ASE Master Auto Technician certification. Must possess and maintain valid Mobile Air Conditioning Society (MACS) Air Conditioning Repair & Recycling certification. Must possess and maintain valid ASE Brake Certification and ASE Front End Suspension Steering certification. Must possess and maintain a valid Florida driver's license.

**APPLICATION PROCEDURE:**

*Apply to the Town of Palm Beach Human Resources Department, 360 South County Road, Palm Beach, Florida 33480. Or, see our website [www.townofpalmbeach.com](http://www.townofpalmbeach.com) to print application. Mail original application to us, you may attach a resume.*

*E. O. E. M/F/D/V*

*Posted: April 4, 2008*

*Closing Date: Position open until filled.*

