



**Position Available with the City of Marion:
Fleet Maintenance Supervisor/Mechanic**

Type: Fleet Maintenance Supervisor/Mechanic (Full Time)

Starting Salary/Pay Range:

\$39,000 – \$45,000 depending upon experience and qualifications

The City of Marion offers a comprehensive benefit package including employer paid medical, dental, vision and life insurance; enrollment in the Local Government Retirement System; participation in 401k (the City contributes 5% of earnings with no required employee match); twelve paid holidays; and vacation, sick and wellness leave.

Posted Date:

10/19/2020

Deadline to Apply:

Open Until Filled

Location:

City of Marion Public Works Department, 94 Shop Drive, Marion, NC 28752

Contact Person:

Brant Sikes, Public Works Director, 828-652-4224

Mailing Address to send application and resume:

City of Marion

Attention: Tammy Flowers, Human Resources Administrator

PO Drawer 700

194 North Main Street

Marion, NC 28752

Physical Address to drop off application and resume:

Marion City Hall Drive-Through

194 N. Main Street, Marion, NC 28752

Fax Number if sending application via fax: (828) 652-1983

Email Address if sending application and resume via email: trose@marionnc.org

Job Summary:

General Description of Duties:

This position performs responsible technical and administrative work supervising and participating in skilled mechanical work on a variety of automotive, construction, and maintenance equipment. General duties include supervising the operation of the fleet maintenance facility and ensuring all repairs are completed in an efficient, safe and effective manner. Work requires considerable knowledge of the principles, practices and tools of automotive repair shop management and of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment, including backhoes, excavators, tractors, etc.; considerable knowledge of the occupational hazards and safety precautions to be taken when performing job duties and working with a variety of heavy construction and specialized equipment; knowledge of the City's budgeting and purchasing policies and the ability to manage a departmental budget; knowledge of the laws, regulations, and modern supervisory principles related to management of staff; ability to accurately diagnose problems, make repairs and perform maintenance on gasoline and diesel engines, automotive electrical systems, hydraulic systems, vacuum systems, ignition systems, and brake systems; ability to estimate maintenance and repair costs, and to prepare specifications for purchasing new equipment and supplies; knowledge of how and where to procure parts and supplies; ability to communicate effectively and follow instructions accurately; ability to exercise sound judgment and initiative with minimal supervision; ability to read, comprehend, and work from service manuals and schematic drawings; ability to establish and maintain effective working relationships with superiors, subordinates, co-workers, division and department heads, contractors, and the general public; and ability to provide excellent customer service to other city departments. Duties include, but are not limited to:

- Conducts diagnostic work, preventive maintenance, and repairs on small engine, automotive, heavy-duty trucks and construction equipment.
- Determines work priorities and troubleshoots problem repairs.
- Supervises the work of the Fleet Maintenance Mechanic; inspects the work in progress and upon completion for adherence to standards
- Orders or works with the Central Warehouse to order necessary parts and supplies.
- Coordinates all preventive maintenance and repairs with appropriate City officials.
- Diagnoses problems with engines, operational systems and transmissions; makes repairs.
- Obtains cost quotes for contracted repairs and makes recommendations; coordinates warranty work, contracted services, and repairs with other garages and dealerships.
- Prepares information and recommendations for division operating budget; monitors and manages the budget; reviews and approves expenditures; orders,

- stocks and maintains accurate inventory of parts and tools; prepares new vehicles and equipment specifications for purchase.
- Prepares work orders and maintains records of maintenance and repair activities and servicing; maintains warranties, federal/state inspection records and other related documents.
 - Fabricates a variety of specialized parts, especially on heavy equipment; utilizes various welding equipment and methods based on assessment of welding repair problem.
 - Keeps current on federal, state, City, OSHA and DMV rules, regulations and standards to ensure they are adhered to; performs NC inspections on city vehicles.
 - Provides technical advice and recommends to Public Works Director on all activities in the fleet maintenance facility; keep up with technology on new vehicles and equipment.
 - Performing related duties as required.

Minimal Certifications:

- Possession of a valid North Carolina Class B Commercial driver's license, North Carolina safety inspections certification, and other certifications as required by the City or ability to obtain within specified time frame.
- Graduation from high school with formal training in automotive mechanics and considerable experience as the manager of a full-service automotive repair garage or an auto mechanic with supervisory experience; or an equivalent combination of education and experience. Associate's degree in Automotive Technology or equivalent preferred.

Applications may be obtained at City Hall, 194 N Main Street, Marion, NC, or online at <http://www.marionnc.org>. The City of Marion is an equal opportunity employer.