

BOSTON WATER AND SEWER COMMISSION
JOB OPPORTUNITY ANNOUNCEMENT NO. 4171

TITLE: SUPERVISOR OF FLEET SERVICES

LOCATION: 980 HARRISON AVE

GRADE: S-6

SCHEDULE: MONDAY - FRIDAY
7:30 AM – 4:00 PM

SALARY: \$870.17 - \$1483.98

ASSIGNMENT: ONE FULL TIME
REGULAR POSITION

ELIGIBLE TO APPLY: ALL MEETING
REQUIREMENTS LISTED BELOW

LAST DAY FOR APPLYING:
JULY 13, 2011

DUTIES AND RESPONSIBILITIES:

Coordinate and direct employees in the care, maintenance, and repair of cars, trucks and other motorized equipment including, but not limited to diesel and propane motor driven equipment and the use and replenishment of stock required for these services. Inspect automotive equipment, scheduling needed repair or service work. Procure state-required certificates of title and arrange for registration and state inspection. Ensure adherence to all Commission policies and applicable safety regulations and procedures as related to fleet equipment and personnel. Ensure cleanliness of fleet and automotive shop. Oversee the routine disposal of hazardous materials including, but not limited to, waste oil, filters, anti-freeze and batteries. Compile stock records and tracking information such as consumption rate and characteristics of items in storage. Inspect acquired vehicles, equipment and supplies and ensure adherence to BWSC specifications. Responsible for the procurement of automotive services and supplies using standard Commission procedures. Examine damaged equipment and recommend corrective action. Assign work activities to subordinates. Ensure adherence to collective bargaining agreements and other Commission policies and initiate personnel actions such as disciplinary measures. Monitor attendance of subordinates as provided for in Commission Policies. Assist in the specification and request for proposal (RFP) process. Assist in the preparation of annual department budget. Assist in the recording of expenses and analyze purchases, repair and labor costs. May negotiate with vendors to purchase automotive equipment, materials and supplies. May review reports of junior personnel. Perform related duties as required

REQUIREMENTS:

High School Diploma and Eighteen months of vocational training is required. Five years of experience in the maintenance and repair of motor vehicles may be substituted for above educational requirement. Must possess a valid Massachusetts Commercial Driver's License, class B with air brakes endorsement. **As required by DOT regulations, Safety-Sensitive Employees will be subject to drug and alcohol testing.** Must possess a valid Automotive Service Excellence (ASE) certification in automobile and/or medium/heavy truck. Must possess a valid hoisting license. Experience must include repair to diesel, gasoline or propane powered vehicles; repairs to specialty sewer equipment (i.e. backhoes, front end loaders, dump trucks and compressors), pumps and generators; trouble shooting of kysor systems, air brake systems and hydraulic systems. Must have the ability to prepare and submit clear concise written and oral reports. Must possess a working knowledge of Commission personnel policies.

INTERESTED APPLICANTS SHOULD SUBMIT AN APPLICATION TO THE BOSTON WATER AND SEWER COMMISSION HUMAN RESOURCES DEPARTMENT BY JULY 13, 2011. **CITY OF BOSTON RESIDENCY ORDINANCE MUST BE ADHERED TO AS REFLECTED IN ALL COLLECTIVE BARGAINING AGREEMENTS AND OTHER COMMISSION EMPLOYMENT POLICIES.

AA/EEO EMPLOYER