



CITY OF GRENADA

Starting Annual Salary

Grade 4

Motor Vehicle Maintenance Director

## JOB DESCRIPTION

### Motor Vehicle Maintenance Director

#### NATURE OF WORK

The Director of Motor Vehicle Maintenance is a full-time, permanent and salaried position. The Director oversees that the maintenance and repairs of the City of Grenada's vehicle fleet is completed to ensure safety, efficiency, and compliance with regulations while controlling costs. Key duties include scheduling preventive maintenance, coordinating repairs, managing budgets and vehicle lifecycle, ensuring regulatory compliance, and utilizing telematics to monitor performance and make data-driven decisions. The Direction works regular hours most of the time, with occasional overtime when the workload demands it. This position has accountability for fiscal, safety and legal issues related to the work with which this position is responsible.

There is exposure to chemicals and/or hazardous materials on a daily basis. This exposure includes, but is not limited to, asphalt, paint, various cleaners, gasoline, diesel fuel and other petroleum products. The stress level associated with this position is average. Physical work involved with this position includes, but is not limited to, bending, lifting, and standing for long periods and walking.

#### PURPOSE OF POSITION

Manage the shop that maintains and repairs all city vehicles and equipment.

#### ILLUSTRATIVE EXAMPLES OF WORK

Oversees as well as make repairs to city equipment from all departments

- \* Determine problem
- \* Order parts
- \* Repair problems on different systems; air conditioning, fuel injectors, gasoline engines, diesel engines, electrical and hydraulics
- \* Fill out report about problem and repair made

Make service calls for repairs

- \* Determine if problem can be fix on site
- \* Make arrangements to get vehicle to the shop
- \* Determine tools and parts needed in the field

- \* Make repairs
- \* Fill out report about problem and repair made
- Track inventory
  - \* Take inventory every three month to ensure computer inventory matches stock on hand
  - \* Track parts use and place orders using city purchasing methods
  - \* Enter new materials into the computerized inventory as they are purchased
- Set maintenance schedule for Department equipment
  - \* Maintain records of vehicle maintenance for departments
  - \* Complete routine maintenance as needed
- Perform other duties as directed

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Supervisory Skills
- Procedures to maintain vehicles and equipment
- Computer skills including Microsoft office and
- Air conditioning, diesel engine, gasoline engine, hydraulics, computerized fault detection systems and electrical systems on vehicles and equipment
- Ability to operate equipment properly
- Makes decision within specified time restraints
- Ability to understand and follow oral and written instructions

#### DESIRABLE EDUCATION AND EXPERIENCE

- A high school diploma or its equivalent
- A valid driver's license (Commercial License is recommended)
- Two to three years of experience in this or a related field is recommended