



# The City of Everett

ANNOUNCES AN EMPLOYMENT OPPORTUNITY

## VEHICLE MAINTENANCE MANAGER

**\$7951 - \$10,343/Month Plus a comprehensive benefit package**

The City of Everett is seeking applicants for the appointive position of **VEHICLE MAINTENANCE MANAGER**. Under the direction of the Transportation & Transit Services Director, manage the Motor Vehicle Division and oversee the repair, maintenance and replacement of city owned, leased and rented automotive, construction and specialized equipment. Responsibilities involve the establishment of uniform practices and policies relating to vehicle and equipment service and repair and assisting in the development of the city's annual equipment replacement program. Work is reviewed via reports, conferences and analysis of shop production and maintenance costs. Supervision is exercised over shop and maintenance supervisors and other technical and bargaining unit employees. Successful completion of a background check is required prior to appointment and is a condition of employment.

### ILLUSTRATIVE EXAMPLES OF WORK/ESSENTIAL FUNCTIONS

- Direct the operations for major overhaul, repair, servicing and maintenance of automotive, construction and specialized equipment.
- Establish operating policies, procedures and standards for repair and maintenance.
- Perform shop inspections to continually ensure compliance with safety standards and regulations.
- Prepare Motor Vehicle Division (MVD) budget; conduct year-end audit of MVD operations and recommend appropriate cash reserves.
- Assist other departments in the development of specifications for equipment acquisition and in the development of annual equipment replacement projections.
- Review and direct various programs and activities, including pool vehicle, warranty, accident repair/reimbursement, hazardous waste disposal/reduction, alternative fuels and equipment specifications.
- Represent the city on MVD related issues with city, state and federal agencies and organizations as required.
- Prepare mileage and other reports regarding equipment usage; document daily fuel usage.
- Oversee annual equipment inventory.
- Plan, organize, review and evaluate the work of assigned staff; train staff as required. Respond to and resolve personnel issues, safety concerns, union violations and other internal conflicts.
- Recommend and implement decisions to hire, discipline and terminate employees.
- Perform related work and special projects as assigned.

### QUALIFICATIONS

The following knowledge, skills and abilities are essential and critical to successful performance in this position:

#### Knowledge of:

- Principles and practices of automotive repair shop operation and management.
- Characteristics and maintenance needs of a wide variety of automotive and mechanical equipment.
- Compliance requirements of a wide variety of municipal codes, standards, regulations and ordinances.
- Equipment specifications and warranty procedures.
- Modern record keeping techniques and systems.
- Basic financial and accounting principles and procedures, including budget preparation and control.
- Modern office practices, procedures, equipment and software applications.

#### Skill Level:

- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other departments and city staff, city officials and the public.

- Management and team building skills including supervisory, instruction, problem analysis and decision making, planning and organizing, adaptability/flexibility, stress tolerance and time management.
- Superior customer service skills required including a positive customer service orientation with both internal and external contacts.
- Proficient in the use of all office equipment including personal computers and related software applications.

**Ability to:**

- Communicate effectively both orally and in writing.
- Prepare and make presentations in a persuasive manner to various audiences.
- Forecast needs and costs based on regulatory requirements.
- Establish and maintain cooperative and effective working relationships with others and deal tactfully and effectively with personnel of other City departments, other agencies, public officials, other employees, volunteers and the public and to relate to others in a professional, courteous and respectful manner.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Interact with others utilizing tact, patience and courtesy.
- Resolve conflicts and negotiate efficiently.
- Work safely and in compliance with Federal and State laws, city policy and standards.
- Train, supervise, and evaluate personnel; ability to plan, organize, and guide the work activities of others.
- Maintain a work environment free of discrimination, harassment, and retaliation.
- Proactively address potential employee issues.
- Promote diversity and multi-cultural understanding in the workplace.

**REQUIRED EDUCATION AND EXPERIENCE**

A combination of education and related experience may substitute for education requirements.

- Bachelor’s Degree in Business Administration, Accounting or a related field **and**
- 5 years of experience as a fleet maintenance manager or other directly related experience. Experience in government fleet management preferred.
- Possession of or ability to obtain and maintain a valid Washington State Driver’s License.
- Commercial Driver’s License preferred.

**APPLICATION PROCEDURE AND DEADLINE**

Application materials may be accessed via <http://www.everettwa.gov/careers>. All applicants are required to complete and submit **(1)** the standard City of Everett Application Form, **(2)** upload a cover letter clearly detailing applicant’s relevant work experience and training, and **(3)** upload a résumé (not to exceed two pages). Completed applications must be submitted online **by 5:00 p.m. on Friday, May 19, 2017**, to be considered. LATE, INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.

**FILING OPENS: May 1, 2017  
APPOINTEE**

**FILING CLOSES: May, 19 2017  
D17016**

The City of Everett requires new hires to establish identity and employment authorization in accordance with the Immigration Reform and Control Act of 1986. THE CITY OF EVERETT VALUES A DIVERSE WORKFORCE. THE CITY DOES NOT DISCRIMINATE ON THE BASIS OF SEX, DISABILITY, RACE, COLOR, CREED, NATIONAL ORIGIN, HONORABLY DISCHARGED VETERAN OR MILITARY STATUS, OR SEXUAL ORIENTATION.

"AN EQUAL OPPORTUNITY EMPLOYER"

Human Resources Department, 2930 Wetmore Ave, Suite 5A, Everett, WA 98201. Phone (425) 257-8767. Open Monday – Friday 8 a.m. to 5 p.m.