

DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 24-043-1

Title of Position: Chief of Automotive
Vacancy exists in the Public Works Department/Automotive Division.

Salary Range: \$76,400- \$90,200 annually / 40 hours per week

Date Posted: February 12, 2024

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Exempt Position.
Examination Weight: 100% Education & Experience

Statement of Duties: Under the general supervision of the Director of Public Works, and plans, organizes, directs and reviews the work skilled mechanics and kindred positions performing maintenance and repairs of heavy and specialized vehicles in the Automotive Division. This position has considerable latitude to exercise independent judgement and initiative, and make decisions necessary to the proper and efficient operations of the Division. Duties include:

- Plans, prioritizes, directs, supervises and reviews the full range of tasks performed by skilled mechanics and other staff of the Automotive Division.
- Provides guidance and direction through training, demonstration, and assistance of staff performing complex or unfamiliar maintenance and repairs, to ensure work is performed correctly, timely and properly.
- Manages a staff of mechanics and support personnel, schedules preventative maintenance and repairs.
- Keeps current with, monitors and enforces applicable state and federal laws pertaining to the use and storage of fuel, chemicals and fluids.
- Assists the Director of Public Works with budgeting, planning, staffing, fleet modernization, and other initiatives necessary to the operations of the Division and the City's diverse fleet of heavy equipment.
- Schedules work, evaluates outcomes, helps trouble-shoot and monitors day-to-day activities.
- Manages the proper handling, storage and disposal of fluids and hazardous materials common to vehicle maintenance and repairs, to include batteries and tires.
- Drafts specifications for fleet purchases and provides technical assistance to various departments to help them prepare bids.
- Manages, operates, updates and maintains the City's software necessary to fleet maintenance and inventory.
- Communicates with the Fire Department, Sewer Authority, and other City entities to prioritize and coordinate routine maintenance and repairs.
- Contacts vendors to coordinate warranty work or repairs as necessary.
- Performs related work as required.

Education & Experience: High school diploma, trade school diploma or GED; and a minimum of 10 years of related experience, with an understanding of heavy equipment maintenance and repairs, fleet operations, current technologies, methods, materials, equipment and operations, to include at least two years of supervisory experience; or a combination of substantially equivalent education and experience. Must have knowledge of the use of computers and software pertaining to fleet management and administration. Preference will be given to candidates with pertinent ASE certifications, and/or a State issued class A or class B Commercial Driver's License with airbrake endorsement. Must possess and maintain a valid, state issued driver's license as a condition of employment. Within one (1) year of appointment, must acquire and maintain as a condition of continued employment a State of RI Inspection License.

All applicants will be subject to a driver's license check for the last two years. Negative findings may prevent applicants from being considered.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional supplemental retirement plans.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>