



CITY OF SAINT PAUL

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JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Motor Pool Division Manager with Public Works Department Motor Pool Division

POSITION LOCATION:

St. Paul Island, Alaska.

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Full-Time; Hours may vary.

JOB SUMMARY:

The Motor Pool Division Manager manages and supervises the Public Works Department Motor Pool Division for the City. The Motor Pool Division Manager directs the repair and maintenance of the City equipment and vehicles. The Motor Pool Division Manager is a working mechanic position, which supervises all Motor Pool Division employees.

This is a working manager position that works under the supervision of the Public Works Director. This position involves extensive contact with department employees and other departments, and frequent contact with outside vendors and the public.

ESSENTIAL JOB FUNCTIONS:

The following are essential job functions of a Motor Pool Division Manager:

1. Plans, manages, supervises and coordinates the repair, maintenance and operation of City equipment and vehicles. Schedules and supervises the activities of all Motor Pool Division employees, including mechanics.
2. Performs duties of Equipment and Automotive Mechanics.
3. Makes recommendations for upgrading City and Department policies, procedures, regulations and ordinances related to equipment and vehicle repair, maintenance and operation. Reviews division activities relative to changing City requirements and prepares and presents plans for improvement.
4. Coordinates scheduling of City equipment and vehicle repair and maintenance and external community organizations and companies as required.
5. Assists with prioritizing internal and external work orders. Ensures work orders are assigned and completed. Maintains records of work orders assigned and completed.
6. Develops preventative maintenance programs. Directs and schedules preventative maintenance and maintenance on City equipment and vehicles.
7. Ensures proper and safe operation of equipment, vehicles and controls. Encourages and enforces proper use of protective equipment within Motor Pool.
8. Coordinates and monitors the storage, handling, transportation and delivery of hazardous materials at the Motor Pool.
9. Directs the planning and conduct of training programs for division personnel.
10. Maintains inventory of supplies, parts, fuel and equipment and prepares purchase requisitions.
11. Recommends replacement of existing, and purchase of new, equipment and vehicles to the Public Works Director.
12. Ensures accuracy and timely development of logs and reports, including equipment summary reports, work order reports, operator defect reports, preventative maintenance inspection sheets, fuel usage reports, etc.
13. Prepares annual division budget and controls expenditures within authorized limits.
14. Evaluates the performance of subordinates employees; administers the personnel rules of the City to ensure fair treatment of all employees; documents outstanding performance; recommends merit increases for employees who qualify; disciplines employees; recommends hire and fire decisions to Department Head.

15. Performs other activities as required or as directed by the Public Works Director or designee.

QUALIFICATIONS:

1. Must be at least twenty-one (21) years of age.
2. Must possess a valid Alaska Driver's License.
3. Must have a high school diploma or GED.
4. Must have Automotive Service Excellence (ASE) Certification.
5. Must have at least six (6) years of hands on experience automotive and heavy equipment mechanic experience.
6. Must have at least three (3) years of supervisory experience with ability to train others.
7. Must have computer literacy skills, including word processing and spreadsheets and knowledge of work order systems.
8. Must be knowledgeable of gasoline and diesel engine fundamentals, computer controlled electronics, electronic ignitions, ABS brake systems, and all other components of modern vehicles and heavy equipment.
9. Must have independent initiative.
10. Must be able to communicate effectively, orally, and in writing.
11. Must be a team player.
12. 40-Hour HAZWOPER, or ability to obtain within one (1) year of hire.
13. Ability to move about field work environments in adverse weather conditions and hazardous conditions.
14. Ability to safely utilize hand and power tools. May occasionally utilize light equipment. Includes ability to tolerate equipment and tool vibrations.
15. Ability to practice safety procedures to protect against exposure to both airborne and skin contact to hazardous materials, electrical currents, high places, machinery with moving parts, noise, severe cold weather conditions and other hazardous situations encountered while performing job responsibilities.
16. Ability to lift and carry an excess of 70 pounds, including lumber, boxes, tools or equipment.
17. Must abide by the City of Saint Paul's alcohol and drug free work place policies and submit to a pre-employment drug test.
18. Ability to record activities, conditions and comments on logs, work orders, reports and other documentation.
19. Ability to interpret and comprehend manuals, memos, instructions, regulations, safety warnings, logs, charts and other documents in handwritten and typed form. Interpret and comprehend equipment readings.
20. Other combinations of education and experience which could provide the knowledge, skills and abilities listed will be evaluated on an individual basis.

WAGE AND BENEFITS:

This is a salaried position ranging from \$69,825 to \$90,708 per year, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

RELOCATION AND HOUSING:

A relocation allowance will be provided. Airfare to St. Paul Island will be provided. Housing accommodations will be will be made available residential rates.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing a resume and Application for Employment or by requesting and completing an Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or more information contact Monique Baker, City Clerk Trainee at mbaker@stpaulak.com or at www.stpaulak.com.

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