

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Fleet Manager

LOCATION: Department of Public Works - Streets and Facilities Division

SALARY: \$62,958, with subsequent step increases to \$75,550

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, supervising and directing the procurement, maintenance and repair of City gasoline and diesel-powered, self-propelled and non-self-propelled motor driven equipment, vehicles and stationary equipment. The incumbent also oversees, schedules and manages the City motor vehicle pool. Additionally, the incumbent is responsible for managing the stock room and parts inventory for the Department of Public Works. The Fleet Manager is also responsible for implementing, supporting and advancing the City's "Green Fleet" initiatives, by researching and implementing alternative fuels, vehicles and technologies that help achieve the City's goals. The work is performed under the general supervision of the Assistant Superintendent of Public Works with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of supervisory, skilled and semi-skilled motor equipment maintenance staff, and stock room staff. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Automotive Technology or a related field and five (5) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
- B. Graduation from a high school technical or other vocational program in automotive repair and six (6) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid experience, or its part-time paid equivalent, as a skilled Automotive Mechanic, two years of which shall have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

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SPECIAL REQUIREMENTS (continued):

2. Possession of a valid New York State Motor Vehicle Inspectors License at the time of appointment and maintenance of said license for the duration of employment.
3. Candidates must become certified by the New York State Department of Environmental Conservation as a Class A/B Fuel Site Operator within one (1) year of appointment and must maintain said certification for the duration of employment.

EXAM REQUIREMENTS: An exam will be required at a later date.

RESIDENCY: There are no residency requirements for this position.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copies of high school and college transcripts
- Copy of driver license
- Copy of Motor Vehicle Inspector's license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. Postmarks are not accepted. All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by November 8, 2019:

City of Ithaca
Human Resources Department
108 East Green Street
Ithaca, NY 14850
(607) 274-6539

Web site: <https://ithaca-portal.mycivilservice.com>



The City of Ithaca is committed to Equity and Inclusion. We encourage those with similar values to apply.

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