

## **City of Covington Job Posting**

### **Fleet Maintenance Manager**

**Date: July 2025**

**Department: Public Works - Maintenance**

**Grade Number: 11**

**FLSA: Full-Time; Exempt**

**GENERAL PURPOSE:** Oversees a variety of skilled, technical, and administrative functions in the maintenance and repair of city owned equipment and vehicles and facilities. This includes Fire, Public Works, and Police vehicles and related equipment.

**SUPERVISION RECEIVED:** Works under the general supervision of the Public Works Manager.

**SUPERVISION EXERCISED:** Exercises supervision over assigned maintenance staff and may exercise supervision over temporary staff as needed.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, evaluates, and oversees preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

Oversee the operation of a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools. Must have very intimate knowledge of OBD (onboard diagnostic) operating systems.

Inspects, adjusts, and schedules the replacement of necessary units and related parts in the performance of repair and maintenance work.

Schedules the repairs of brake, engine, electrical, fuel hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems. Cuts and welds metal and performs body repair, touch up and related work.

Instructs the repair and replacement of tires and related purchasing of said items.

Evaluates status of mechanical equipment and vehicles and performs or schedules needed repairs.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.

Purchases equipment, parts and supplies for vehicles, mechanical systems, and inventory.

Oversees and operates the City refueling station, keeps the records up to date for inventory control, monitors the pricing of market controlled fuel, and holds responsibility for the fuel's underground storage tank. Keeps all records up to date as to conform with state UST (Underground Storage Tank) rules, manages the test and prevention of fuel spills. Ensures all rules and regulations set forth by the state are met and manages all scheduled state inspections. Must have UST class A&B license.

Provides 24/7 emergency field assistance to disabled equipment as needed and appropriate – either the individual in the role or direct staff must be able to respond.

Assists in the preparation of bid specifications for vehicles and mechanical equipment.

Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.

Maintains automated records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

Maintains Federal CDL Advanced Training Certificate from FMCSA (Federal Motor Carrier Safety Administration).

Ensures all employees and equipment meet safety standards.

Responsible for building or facilities maintenance.

Performs other duties as assigned by supervisor.

**PERIPHERAL DUTIES:** May serve as a member of various employee committees.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) graduation from high school or GED equivalent, and
- (B) some specialized training in mechanics, maintenance, or a closely related field, and
- (C) considerable experience in automotive and diesel powered equipment maintenance and repair, or
- (D) any equivalent combination of education and experience which demonstrates the capability to perform the essential duties and responsibilities of the position.

Necessary knowledge, Skills, and Abilities:

(A) Thorough knowledge of the principles and practices of maintenance supervision; thorough knowledge of automotive mechanics; thorough knowledge of gasoline, CNG (Compressed Natural Gas), diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; knowledge price trends and grades or quality of materials and equipment; thorough knowledge of the occupational hazards and safety precautions common to municipal maintenance and repair activities; considerable knowledge of the practices, methods, materials and tools used in modern equipment maintenance, considerable knowledge of computerized record keeping;

(B) skill in operation of the listed tools, machinery, and test equipment.

(C) Ability to establish and maintain effective preventive maintenance programs, policies and procedures; ability to carry out assigned projects to their completion; ability to diagnose problems in all automotive equipment and machinery; ability to plan, organize, assign, and supervise the work of subordinates; establish and maintain effective working relationships with employees, supervisors, vendors, and the public; understand and carry out written, oral, and diagram instructions

**SPECIAL REQUIREMENTS:** Valid State Driver's license.

CDL certification, or ability to obtain one prior to employment.

UST Class A & B license.

### **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, power hand tools and equipment, mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, telephone, mobile radio, and fax machine. OBD (onboard diagnostic) computer knowledge is a must.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and walk and sit. The employee is occasionally required to hear and talk.

The employee must constantly lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Medical evaluation (physical) and drug screen required of selected applicants.

The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

### **COMPENSATION AND BENEFITS**

The compensation listed in this job description is specific to this position and takes into account a number of variables. This estimated range is based on a range of factors, including, but not limited to, job duties, experience, expertise, and established grades within our organization. A reasonable annual estimate of the range for this role based on the variables previously mentioned is **\$53,040 - \$74,235.20 annually**. Benefits include State provided medical, dental, vision, and prescription coverage, automatic enrollment and contribution to the Tennessee Consolidated Retirement plan, tuition reimbursement offerings, and paid personal and sick leave through service accrual.

### **EEOC Statement**

*The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, or veteran status and any other status that is now protected by applicable law or may be protected in the future. Such compliance will occur in all employment decisions and actions regarding matters such as, but not limited to, recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.*