

CENTRAL MAINTENANCE SUPERINTENDENT

General Statement of Duties

Performs managerial and administrative work to oversee the service, repair and maintenance activities of the town's fleet and facilities.

Distinguishing Features of the Class

An employee in this class has primary responsibilities for all maintenance operations, including repairing and servicing a variety of vehicles, equipment, and buildings, providing parts and inventory control, and for providing on and offsite fueling services. Initiative and independent judgment are required in scheduling repair work, assigning repairs to staff, and controlling the preventive maintenance program. Work is performed under the general supervision of the Public Services Director and is checked through reports of work units performed and expenditures.

Illustrative Examples of Work

Prepares and monitors the Budgets and Capital Improvement Plans for all fleet and facilities services.

Plans, assigns, directs, the work of fleet and facilities supervisors.

Prepares training and mentoring programs for supervisors.

Negotiates contracts with outside vendors.

Conducts emergency management planning for the continuous operation of all fleet and essential infrastructure.

Insures fueling system, to include outside sources, are operational at all times. Prepares and maintains backup systems in the event of emergencies.

Establishes and enforces safety procedures and practices; ensures compliance.

Prepares specifications for new vehicles and equipment for various departments; evaluates bids; makes recommendations to department heads.

Maintains title information on all vehicles.

Prepares vehicles for auction.

Prepares and submits fuel reports; tracks monthly vehicle repairs by department.

Insures the proper entry and maintenance of all records, including repairs, preventive maintenance, warranty and title information, etc.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires comprehensive knowledge of the techniques, principles, equipment, and tools employed in the repair and maintenance of the fleet and facilities.

Work requires considerable knowledge of general automotive and building repairs.

Work requires considerable knowledge of electrical, hydraulic, vacuum, and brake systems.

Work requires considerable knowledge of state requirements concerning vehicle inspections.

Work requires considerable knowledge of EPA requirements concerning air conditioning repairs and the use of Freon.

Work requires considerable knowledge of the occupational hazards and related safety precautions surrounding mechanical work.

Work requires considerable knowledge of HVAC, electrical, plumbing, masonry, and other components used in the construction and maintenance of buildings.

Work requires considerable knowledge of management, supervisory and budgeting principles and methods.

Employee must have the ability to direct, train, supervise and evaluate subordinate personnel.

Employee must have the ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Employee must have the ability to maintain effective working relationships.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, Fleet Central Maintenance fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures and operate a computer terminal, make visual inspections of small defects or parts, and use measurement devices.

The worker is subject to both inside and outside environmental conditions, extreme cold and heat, noise, vibration, and hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

The worker is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilation.

The worker is subject to air and/or skin exposure to oils and other cutting fluids.

The worker frequently is in close quarters and other areas which could cause claustrophobia.

The worker is required to function in narrow aisles.

The worker may come in contact with potentially infectious bodily fluids during the performance of his/her duties.

Desirable Education and Experience

Associate's degree construction management, automotive technology or related field and considerable supervisory experience in the repair and maintenance of vehicles, heavy equipment and buildings.

Special Requirements

North Carolina Class B commercial driver's license with clearance and without restriction in the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse to immediately perform FMCSA Safety Sensitive duties as a DOT regulated Driver under 49 CFR parts 382 & 391.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Exempt

2025