



**State
Police**

KATHY HOCHUL
Governor

KEVIN P. BRUEN
Superintendent

POSTING DATE: 10/04/2021

APPLICATION DUE BY: 10/19/2021

Title: Maintenance Supervisor 2 (Motor Equipment)
Starting Salary: \$58,661.00

Location: Troop D Headquarters
Oneida, NY 13421
Madison County

Grade: 17

Employment Type: Full Time

Work Days: Monday-Friday

Union Representation: CSEA Operational

DUTIES:

- Oversee the vehicle maintenance operation at Troop level, which may include supervision of Service and Repair Mechanics (Motor Equipment), SG-12, and an Office Assistant 1, SG-6.
- Maintain and track accountability of vehicles, supplies and parts inventory. Purchase or requisition parts and supplies as needed.
- Assess the need for equipment related to garage operations. Oversee the procurement, maintenance and inventory of this equipment.
- Review and maintain gas reports for vehicles assigned to their Troop, ensuring that vehicles remain within mpg parameters. Make inquiries on all vehicles deviating from standard and address any potential maintenance problems.
- Establish and maintain liaison with outside garages and vendors providing services and parts to the Division. Personally review all bills for services rendered and ensure quality of work is consistent with Division standards.
- Inspect new vehicles upon delivery to Troop for damage and roadworthiness. Accept them only upon examination.
- Maintain files as required by Division instructions to include files for every vehicle assigned to the Troop including repair histories, preventive maintenance schedules, etc.
- Work with Division Fleet Management to surplus vehicles due to high mileage or damage and coordinate paperwork and efforts to conduct Troop vehicle auctions.
- Track damage incurred due to Division vehicle accidents and coordinate vehicle repair, salvage or surplus with Division Auto Body Mechanic and/or Fleet Management.
- Perform other duties as directed by competent authority.

MINIMUM QUALIFICATIONS:

- Five years of full-time experience under a skilled journeyman, automotive or diesel mechanic.

OR

- Training completed of technical courses in automotive or diesel mechanics at a school or technical institute may substitute for experience on a year-for-year basis up to a maximum of three years.

AND

- Applicants must have served in a supervisory capacity in an automotive maintenance facility for a minimum of one year.

At time of appointment, candidate must possess:

- A valid New York State Driver's License with a non-Commercial Driver's Licenses (CDL) (Class C) tow truck endorsement;
- A New York State Motor Vehicle Inspection Certification; and,
- A New York State Air Condition Recycling and Recovery Certification.

Preference will be given to candidates who possess knowledge of Division standard computer software, i.e. Microsoft Word, Excel, Access and Outlook.

HOW TO APPLY:

Kindly submit via U.S. Mail, FAX, or E-Mail a letter of intent and complete resume to:

Ms. MaryEllen Tedesco, Director of Human Resources
Attention: Civilian Hiring Unit
New York State Police
Building 22
1220 Washington Avenue
Albany, NY 12226

Phone: 518-457-3840
Fax: 518-485-2293
Email: personnel@troopers.ny.gov