



**State
Police**

KATHY HOCHUL
Governor

DOMINICK L. CHIUMENTO
Acting Superintendent

POSTING DATE: 11/09/2023

APPLICATION DUE BY: 11/30/2023

Title: Maintenance Supervisor 3 (Motor Equipment)
Starting Salary: \$66,527.00

Location: Division Headquarters – Fleet Management
Albany, New York 12226
Albany County

Salary Grade: 19

Employment Type: Full-Time

Work Days: Monday-Friday

Union Representation: PS&T

The incumbent of this position will be responsible for performing all aspects of system administration for the Divisions Fleetwave, AMS (Assetworks), and Holman Interface. The incumbent will have primary oversight of all Division asset records, including editing, cleansing and categorization.

DUTIES

- Point of Contact for Division Fleet data governance.
- Directs Troop MEMS2 staff on vehicle set-up and replacement.
- Travels to State Police garage facilities to assist MEMS2's with vehicle concerns.
- Coordinates Fleet special projects and recall initiatives directing Troop MEMS2's as to scheduling and set-up.
- Provides guidance to Troop MEMS2's as to upfit of lighting for every vehicle purchased and creates set-up guides, if needed.
- Liaison for Fleetwave and Assetworks training Division wide.
- Oversees all Division Asset records and maintain accurate database.
- Creates and maintains employee information in the Fleet Management System. This includes edits to employee movement (FILE 14).
- Oversees work order process, auditing, and training (travel may be required).

- Researches and analyzes the proper statewide stocking levels of fleet parts based upon Division Fleet makeup.
- Liaison with parts vendors and state contract holders on restocks and part availability when needed. Assist with setting up replenishment levels, inventories, provide guidance to AML's for allocation issues.
- Part warranty administrator for core and part replacement processes.
- Proficiency with Crystal Reports, coupled with database integral knowledge to create complex reports for both internal and external use.
- High level of vehicle database system and Microsoft Excel knowledge required. Must understand the needs of a large and complex fleet to anticipate stop gaps in supporting inventories.

MINIMUM QUALIFICATIONS:

Non-Competitive:

- Four years of experience engaged in the performance of Fleet vehicle maintenance and management, experience must include utilization of a Fleet maintenance database, record creation, work order management, and report creation. Experience with Excel, Crystal Reports, PowerPoint, NYS AMS (Asset Management System) is preferred.

Promotion:

- One year as a Maintenance Supervisor 2 (Motor Equipment), SG-17.

Resumes will be evaluated to determine whether candidates will proceed to the interview phase of the process.

This position does not require that the candidate has taken and passed a NYS Civil Service examination, or currently holds a qualifying position within the NYS Civil Service System. This position will be filled through a resume review and interview process.

HOW TO APPLY:

Kindly send a letter of intent and complete resume to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Attention: Non-Sworn Hiring Unit, Maint Supv 3*