



**Division of
State Police**

KATHY HOCHUL
Governor

STEVEN G. JAMES
Superintendent

POSTING DATE: 04/30/2025

APPLICATION DUE BY: 05/15/2025

Title: Maintenance Supervisor 2 (Motor Equipment)
Starting Salary: \$66,690.00

Location: Troop C Headquarters
Unadilla, New York 13849
Otsego County

Grade: 17

Employment Type: Full-Time

Work Days: Monday through 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.

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

HOW TO APPLY:

Kindly send a letter of intent, complete resume, and transcripts to:

Email: personnelresumes@troopers.ny.gov

Place in the Subject line: *Maint Supervisor Troop C*

The New York State Police values a diverse and inclusive workforce where the unique skills of all employees are valued in support of the mission of the Division. Qualified candidates are considered for employment without the regard to age, race, color, religion, gender identity and expression, disability, national origin, gender, sexual orientation, military or veteran status or any other characteristic protected by law. The New York State Police is an equal opportunity/affirmative action employer that accept all applications from a wide range of candidates.

The New York State Police complies with federal and state laws and makes reasonable accommodations for qualified individuals with the disabilities and/or sincerely held religious belief. If a reasonable accommodation is needed to participate in the job application or interview process, please contact the Division Personnel Office at (518) 457-3840 or personnel@troopers.ny.gov.