

City of Truth or Consequences Human Resources Office		
PH:(575)740-7554	505 Sims Street	FAX: (575) 894-0363
EXT: 314	Truth or Consequences, NM 87901	www.torcnm.org

JOB ADVERTISEMENT

FLEET MAINTENANCE MANAGER

The City of Truth or Consequences has an opening for the position of **FLEET MANAGER** under the **FLEET DEPARTMENT**.

See Job Description for full requirements and representative duties.

Pay rate commensurate with qualifications and experience, plus benefits

Application and Job Descriptions are available from the City's Human Resources Office, 505 Sims Street, T or C., NM 87901, tel. # 575-740-7554 ext. 314 fax # 575-894-0363. **Deadline for applications to be returned to City's HR Office is July 31, 2023**

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POSTED: City's Website (05/22/2024 – until filled)
Indeed.com (05/22/2024 – until filled)

City of Truth or Consequences
Human Resources Office

PH: (575) 740-7554

505 Sims Street
Truth or Consequences, NM 87901

www.torcnm.org

POSITION DESCRIPTION

Class Title: Manager Classification: 18
Department: Fleet Maintenance Department Status: Classified

POSITION SUMMARY: Supervises Fleet Maintenance staff. Which includes mechanics performing routine repairs and maintenance of the city vehicles and/or equipment. Also the Administrative Assistant in their duties.

SUPERVISION RECEIVED/GIVEN: Under the general supervision of the City Manager

SPECIFIC CERTIFICATION AND /OR LICENSE REQUIREMENTS:

- High school diploma or equivalent
- CPR/First aid Certificate
- NM Class B Driver's License

EXPERIENCE-MINIMUM REQUIREMENTS:

- High school diploma or GED equivalent
- Diesel Mechanics Trade School plus two (2) years mechanical experience or five (5) years of diesel/heavy equipment mechanical experience.
- A Minimum of (2) years supervisory experience.

Knowledge, Skills and Abilities:

- A) Knowledge of automotive mechanics; knowledge of gas and diesel engines, transmissions, hydraulics, generators and welding; price trends; working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities; working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- B) Skill in operation of listed tools and equipment
- C) Ability to establish and maintain an effective maintenance program, and ability to conduct and assign projects for their completion.
- D) Ability to read, write and communicate effectively in English.
- E) Ability to establish and maintain effective working relationships with employees, supervisors, vendors, and the public.
- F) Ability to perform moderate to heavy physical work.

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.

- 1) The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- 2) The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.
- 3) The employee is occasionally required to walk, talk and hear.
- 4) The employee must be able to frequently lift and/or move up to 100 pounds.
- 5) Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- 6) Be able to climb a flight of stairs.

The above section uses the terms occasional, frequent and constant in referring to certain physical demands. The term Occasional refers to 1-32 repetitions per workday. The term Frequent refers to 33-200 repetitions per workday. And the term Constant refers to greater than 200 repetitions per workday.

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WORKING CONDITIONS:

The employee, while performing the duties of this job, frequently works near moving mechanical parts or in outside weather conditions.

- 2) The employee is occasionally exposed to wet and/or humid conditions, infectious disease, and fumes, toxic or caustic chemicals which may cause burns or irritations.
- 3) The employee may be exposed to bruises, shocks, burns and/or strains.
- 4) The noise level in the work environment is moderate to noisy.

SELECTION GUIDELINES: Formal application, rating of education and experience, oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various 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 employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EQUAL OPPORTUNITY EMPLOYER STATEMENT: The City of Truth or Consequences is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Truth or Consequences makes hiring decisions based solely on

qualifications, merit, and business needs at the time.