



Township of Lakewood

MUNICIPAL BUILDING
231 THIRD STREET
LAKEWOOD, NEW JERSEY 08701
732-364-2500 • FAX: 732-994-4568



DEPARTMENT OF HUMAN RESOURCES

Patricia A. Komsa

TO: All Interested Parties
FROM: Patricia Komsa, Director of Human Resources
DATE: January 2, 2017
RE: **Vacancy for the Township of Lakewood –
DPW: Director of Automotive Services**

There is a vacancy for a Director of Automotive Services in the Township of Lakewood's Department of Public Works.

Under direction is responsible for supervising administrative/mechanical work involved in the management of a large garage system. Organizes and assigns supervisory work to garage superintendents, mechanics, supervisors, and other staff and develops efficient work methods. Five (5) years of experience in installation, maintenance, and repair of various types of motors, vehicles, and equipment, three (3) years of which shall have been in a supervisory capacity.

Detailed job description attached.

Please email cover letter and resume with "**Director of Automotive Services**" in the subject line January 12, 2018 to the attention of :

Patricia Komsa, Director of Human Resources

pkomsa@lakewoodnj.gov

or mailed to 231 Third Street, Lakewood, New Jersey 08701

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 07161

DIRECTOR OF AUTOMOTIVE SERVICES

DEFINITION

Under direction is responsible for supervising administrative/mechanical work involved in the management of a large garage system; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

In the garage and in the field, has charge of and supervises employees performing mechanical maintenance and repair work on motorcycles, trucks, automobiles, tractors, power lawnmowers, compressors, portable and pressure pumps, mowing machines, snow plows, graders, rollers, vibrators, mud jacks, jack hammers, rock drills, concrete mixers, cranes, mechanical shovels, and other equipment/machinery.

Organizes and assigns supervisory work to garage superintendents, mechanics, supervisors, and other staff, and develops efficient work methods.

Supervises clerical/administrative employees.

Recommends purchase/replacement of motorized equipment

Initiates investigations into accidents to automotive equipment.

Oversees registration/inspection of all vehicles.

Is responsible for storing, recording, safeguarding, and proper use of equipment, materials, and supplies.

Prepares reports.

Is responsible for preparation of budget estimates.

Supervises establishment/maintenance of records and files.

Plans, organizes, and assigns work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Five (5) years of experience in installation, maintenance, and repair of various types of motors, vehicles, and equipment, three (3) years of which shall have been in a supervisory capacity.

LICENSE:

Appointees will be required to possess a driver=s license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of various types of motors and their operation.

Knowledge of methods used in diagnosing reasons for motor failure, and steps necessary to correct the condition.

Knowledge of tools/equipment used in tearing motors down, installing new parts, reassembling motors, and testing motors, brakes, lights, and other parts of vehicles/equipment.

Knowledge of methods used in obtaining, storing, recording, safeguarding, and using equipment, materials, and supplies.

Knowledge of methods used in keeping records and files.

Ability to analyze mechanical problems, organize assigned work, and develop effective work methods.

Ability to give assignments/instructions to employees.

Ability to obtain, store, record, safeguard, and properly use equipment, materials, and supplies.

Ability to maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 07161 RKR/lz 5/29/98

This job specification is for local government use only.
