

City of New York/Parks & Recreation
Seasonal Job Vacancy Notice
Office Title: Supervisor of Mechanics (Mechanical Equipment)
Salary: \$44.50 per hour
Duration: 6 months beginning on March 7, 2016
Work Location: Randall's Island, Manhattan

As stewards of nearly 14 percent of New York City's land, the Department of Parks & Recreation builds and maintains clean, safe, and accessible parks citywide and programs those parks with recreational, cultural and educational activities for people of all ages. Through this work, Parks & Recreation improves people's lives, providing outlets for creative expression, opportunities for healthy recreation, and exposure to the restorative beauty of the natural world.

POSITION DESCRIPTION

1. Under executive direction, with latitude for the exercise of independent judgment and initiative, advises, coordinates and directs the procurement and/or operation, maintenance and repair of a large fleet of motor vehicles and other equipment. Exercises effective supervision over staff, resulting in the completion of assigned responsibilities. Staff receives clear direction to perform work competently and efficiently. Goals and level of expected performance are communicated verbally and in writing and are understood by staff.
2. Vehicle acquisitions. Researches and prepares technical specifications for fleet vehicles/equipment and contracts maintaining a working technical knowledge of the vehicles/equipment to be purchased. Works with borough operations to design and approve specs.
3. Works with DCAS to bid contracts and inspect vehicles. Coordinates the bidding and award process with DCAS and provides information on specifications.
4. Researches technical issues relating to new equipment, vehicles, repairs and related matters. Performs related work.
5. Prepares purchase orders, solicit bid proposals and review requisitions for vehicles and equipment.
6. Signs requisitions for service contracts, small purchase orders, parts, tools, and equipment and keep related records.
7. Monitor shipments, inspects equipment and confers with staff, users, and vendors to discuss defective or unacceptable equipment or services and determine corrective action.
8. Evaluates and monitors contract performance to ensure compliance with contractual obligations.
9. Ensures compliance with all safety, environmental and organizational policies and procedures.
10. Assists with and performs special projects, division initiatives and other assigned tasks consistent with his title.
11. Under general supervision supervise, and direct work assigned to personnel in connection with the purchase, and relinquishment of various types of mechanical equipment, motor vehicles, and automotive equipment.
12. Prepares reports as requested and provide a high level of customer service. Maintains and review records of equipment purchased, costs, delivery, product performance, warranties and inventories.

QUALIFICATION REQUIREMENTS

1. Seven years of full-time satisfactory experience as an Auto Machinist, Auto Mechanic, Auto Mechanic (Diesel), Electrician (Automobile) or Machinist, two years of which must have been at a supervisory level; or
2. At least five years of experience as described in "1" above, plus sufficient training of a relevant nature acquired in an approved trade, technical or vocational high school, or relevant education in an accredited college, to make up the equivalent of the remaining required experience. Six months of acceptable experience will be credited for each year of approved trade or vocational high school. One year of acceptable experience will be credited for each 30 semester credits in college. However, all candidates must have the two years of supervisory experience described in "1" above.

LICENSE REQUIREMENTS

License Requirements Possession of a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment. For appointment to certain positions a Class B Commercial Driver License valid in the State of New York with no restrictions may be required. The Class B Commercial Driver License with no restrictions must be maintained for the duration of employment.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Ability to work flexible hours, nights and weekends as needed.
2. Strong customer service, organizational and communication skills.
3. Advanced computer skills.
4. Proven record of goal based accomplishments and project/time management.

To apply, please submit cover letter & resume to:
Michele Lignore-Diaz Email: recruit.cws@parks.nyc.gov