

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Motor Vehicle Supervisor	Level: 1
Title Code No: 91232	Salary: \$45,563.00/\$52,397.00 -\$52,397.00 Frequency: ANNUAL
Office Title: Motor Vehicle Supervisor	Work location: 39 Auburn Pl BROOKLYN, NY 11205
Division/Work Unit: Administration/Fleet Administration	Number of Positions: 1
Hours/Shift: Mon. – Fri. 9AM – 5PM	Agency Tracking #: 3014 POSITION#: 161

Job Description

The NYC Department of Homeless Services (DHS) seeks a Motor Vehicle Supervisor. Under general supervision, the incumbent will supervise automotive servicing operations and will be responsible for the dispatching of the personnel, motor vehicles and equipment assigned to DHS, along with related work. Responsibilities may include, but not be limited to: scheduling direct reports to perform servicing, minor repairing and storage of automobiles and vans; inspecting garage facilities to ensure compliance with established standards and practices; investigating complaints on automotive servicing and operations; receiving reports on the condition of motor vehicles and equipment repaired or needing repairs; directing the performance of minor repairs and referring major repairs to appropriate repair sections; reviewing the utilization of motor vehicles and equipment; preparing and enforcing routines of periodic oiling, lubrication and washing of vehicles, tire servicing and dispensing of gasoline as authorized; driving motor vehicles and operating equipment; keeping records as required, initiating requisitions for needed supplies and automotive servicing equipment; working with vendors to obtain servicing, repairs, equipment and materials; selecting and dispatching suitable motor equipment to various jobs; and other related duties as assigned.

Qualification Requirements

1. One year of permanent service in the title of Motor Vehicle Operator; or
2. One year of full-time satisfactory experience as a motor vehicle dispatcher or manager of an automotive service garage.

License Requirement

A Motor Vehicle Driver License valid in the State of New York.

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements described above for Assignment Level I, at least:

- a) one year in the title of Motor Vehicle Supervisor; or
- b) one additional year of the full-time experience described in “2” above in a large automotive service garage.

Preferred Skills

N/A

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 2/19/2016	Post Until: 3/4/2016	JVN: 071-2016-232382
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The City of New York is an Equal Opportunity Employer.

