



## City of Hyattsville (MD) Vehicle Maintenance Manager

<b>SALARY</b>	\$43.98 - \$51.01 Hourly \$91,476.00 - \$106,110.00 Annually	<b>LOCATION</b>	Department of Public Works
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202400041
<b>DEPARTMENT</b>	Department of Public Works	<b>DIVISION</b>	Vehicle Maintenance
<b>OPENING DATE</b>	06/01/2026		

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### Description

Supervises and participates in daily vehicle maintenance operations to ensure safe, efficient, reliable, and uninterrupted operation of the City's fleet, equipment, and related assets. Responsibilities include oversight of fleet maintenance personnel, preventative maintenance programs, diagnostics, repairs, inspections, fleet asset management, inventory management, contractor coordination, asset management software administration, fleet replacement planning support, regulatory compliance activities, emergency response support, and workforce development initiatives.

### Organizational Relationships

1. Reports to: Manager/Deputy Director
2. Directs: Mechanic(s), Technician(s), Crew Lead(s), CDL Driver(s), Contractor(s), Vendor(s), Seasonal Employee(s), and assigned personnel

### General Responsibilities

This position serves as a working supervisor responsible for overseeing and actively participating in Vehicle Maintenance Division operations. Supervisors are expected to work alongside employees in the shop and field while assigning work, monitoring productivity, supporting operational needs, and ensuring compliance with safety practices and operational standards.

This position is responsible for supervising vehicle maintenance operations involving gasoline-powered, diesel-powered, hybrid, and electric vehicles (EVs), as well as light-duty vehicles, medium-duty trucks, heavy-duty trucks, specialty equipment, trailers, utility vehicles, hydraulic systems, and small engine equipment.

The Vehicle Maintenance Supervisor provides direction, coordination, and oversight of maintenance personnel and ensures work is completed safely, efficiently, and in compliance with City standards, operational priorities, preventative maintenance requirements, manufacturer specifications, environmental regulations, and applicable safety standards.

The position oversees preventative maintenance programs, repair activities, fleet inspections, inventory management, vendor coordination, contractor support activities, fleet asset management systems, fleet replacement planning support, equipment lifecycle tracking, purchasing support activities, and workforce development initiatives.

### Example of Duties

- Supervise and participate in daily vehicle maintenance operations through workforce coordination, scheduling, performance management, training, mentoring, and support of maintenance personnel to ensure safe, efficient, and reliable fleet operations.
- Supervise preventative maintenance, diagnostics, inspections, repairs, and maintenance activities involving fleet vehicles, heavy equipment, specialty equipment, trailers, utility vehicles, hydraulic systems, small engine equipment, and related operational assets.
- Lead, coordinate, and motivate employees to provide the highest level of customer service and operational support.
- Manage assigned fleet assets, equipment, and preventative maintenance activities through the City's asset management and preventative maintenance software systems to ensure operational readiness, lifecycle tracking, maintenance scheduling, inspection documentation, inventory control, and regulatory compliance.
- Establish maintenance priorities, operational standards, inventory controls, inspection procedures, and preventative maintenance schedules for fleet operations.
- Oversee inspections of fleet vehicles, equipment, operational assets, inventory, and supplies to identify deficiencies, safety concerns, maintenance needs, compliance requirements, and corrective actions.
- Ensure fleet operations comply with applicable environmental, health, safety, operational, regulatory, and manufacturer requirements and coordinate corrective operational responses when deficiencies are identified.
- Coordinate activities involving contractors, vendors, consultants, equipment manufacturers, warranty providers, utilities, and internal City departments related to fleet operations and projects.
- Monitor contractor performance and contract compliance to ensure work complies with operational standards, safety requirements, schedules, specifications, and contractual obligations.
- Manage inventory, fleet parts, maintenance materials, operational supplies, tools, equipment, tires, lubricants, and purchasing activities and assist with procurement recommendations and requisitions.
- Evaluate and recommend vehicle, equipment, material, tool, and operational resource needs to support operational efficiency, fleet reliability, equipment lifecycle management, fleet replacement planning, and cost-effective service delivery.
- Investigate and respond to employee, contractor, fleet-related, equipment-related, and operational concerns, complaints, and service requests in a timely and professional manner.
- Prepare reports, work orders, purchase recommendations, purchase orders, maintenance records, budget recommendations, fleet analyses, operational analyses, correspondence, and related records.
- Assist with hiring activities, workforce development, employee evaluations, mentoring, disciplinary processes, leave coordination, and personnel-related matters.
- Support snow operations, storm response, emergency response activities, special events, and Citywide emergency operations.
- Perform other related duties as assigned.

## **Knowledge, Skills, and Abilities**

- Knowledge of fleet maintenance operations, preventative maintenance programs, diagnostics, repair procedures, and fleet management practices.
- Knowledge of gasoline, diesel, hybrid, and electric vehicle systems, heavy equipment, hydraulic systems, trailers, utility vehicles, small engine equipment, and related operational assets.
- Knowledge of safe operation of vehicles, maintenance equipment, lifts, welding equipment, diagnostic equipment, hydraulic systems, and related shop operations.
- Knowledge of environmental regulations related to fleet maintenance activities, fuel management, waste oil handling, battery disposal, refrigerant management, and related compliance requirements.
- Ability to supervise, train, mentor, and evaluate personnel.
- Ability to coordinate operational priorities, preventative maintenance schedules, emergency response activities, and contractor/vendor support operations.

- Ability to communicate effectively with staff, contractors, vendors, manufacturers, agencies, and the public.
- Ability to establish and maintain effective working relationships.
- Ability to prepare reports, maintain records, and utilize maintenance management software and Microsoft Office applications.
- Ability to analyze maintenance records, equipment performance, fleet utilization, and operational trends.
- Ability to perform physically demanding labor in all weather conditions.

## Minimum Qualifications

### Education and Experience

- High school diploma or GED required.
- Minimum of two (2) years of experience supervising, leading, or coordinating personnel in fleet maintenance, automotive repair, diesel maintenance, equipment maintenance, public works operations, or related field.
- Experience in fleet maintenance, diesel maintenance, equipment maintenance, automotive repair, public works operations, or related field required.
- Associate degree in Automotive Technology, Diesel Technology, Fleet Management, Mechanical Technology, or related field preferred.
- Equivalent combinations of education, certifications, and relevant experience may be considered.

### Licenses and Certifications

- Valid driver's license issued by any U.S. state or jurisdiction must be maintained at all times and a good driving record.
- CDL Class B preferred.
- Employees assigned to operate heavy equipment may be required to obtain or demonstrate competency in such equipment within a specified timeframe.
- Maryland State Vehicle Inspector Certification preferred.
- ASE Certifications preferred.
- EV Safety Certification preferred.
- Forklift Certification preferred.
- Vehicle Lift Safety Training preferred.

### Physical Demands and Working Environment

Work requires operating vehicles, maintenance equipment, tools, machinery, and diagnostic equipment in indoor and outdoor environments and varying weather conditions. Employees may work in and around fleet facilities, maintenance shops, vehicles, heavy equipment, hydraulic systems, welding equipment, fuels, lubricants, solvents, batteries, electrical systems, traffic, noise, dust, and other environmental hazards associated with public works operations.

This position requires frequent standing, walking, bending, lifting, climbing, and performing manual labor and field supervision activities. Employees must be able to lift and carry:

- Up to 49 pounds independently
- Items over 49 pounds with team lifting or appropriate mechanical assistance

Work may involve exposure to fuels, oils, hydraulic fluids, refrigerants, solvents, batteries, cleaning chemicals, petroleum products, welding operations, and other materials commonly associated with fleet maintenance operations.

### **Special Requirements**

1. Employees may be required to work overtime, weekends, and during emergencies (e.g., snow events).
2. Employees are subject to call-in as needed for emergency operations.
3. Supervisors are required to participate in on-call rotation and emergency response coordination activities.

### **Additional Information**

This position is designated as essential personnel. This description is not intended to include all the duties and responsibilities. The City reserves the right to modify the duties as needed. The City of Hyattsville is an Equal Opportunity Employer.

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#### **Employer**

City of Hyattsville (MD)

#### **Address**

4310 Gallatin Street  
3rd Fl  
Hyattsville, Maryland, 20781

#### **Phone**

301-985-5000

#### **Website**

<https://www.hyattsville.org/>