Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **FLEET MAINTENANCE COORDINATOR**
(*Provisional * Appointment*)

SALARY: **$25.92/HR.**
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Department of Public Works, Lewis

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, and Employee Premium Enhancement and 40 Hour work weeks (Monday-Friday).

JOB SUMMARY The work involves responsibility for performing a variety of administrative, clerical, and technical support duties in the Road Machinery Division of the Department of Public Works. The incumbent coordinates the administrative function of the County Fleet Maintenance Facility by maintaining computerized fleet maintenance records, coordinating maintenance schedules, scheduling vehicle service appointments, communicating with all other County department, agencies, and vendors, preparing reports, and assisting in the daily operation of the maintenance facility. The incumbent is responsible for maintaining accurate maintenance records for county-owned automobiles, light-duty trucks, heavy trucks, construction equipment, trailers, and other related machinery utilizing a computerized fleet maintenance management system. Duties require extensive computer data entry, recordkeeping, scheduling, customer service, and communication with County personnel, agencies, mechanics, vendors, and outside service providers. The work requires the exercise of independent judgement in organizing and prioritizing work assignments, coordinating maintenance schedules, resolving routine administrative matters, monitoring the status of repair and parts orders, and ensuring the accuracy and completeness of maintenance documentation. Work is performed under the direct supervision of the Supervising Mechanic and the Superintendent of Public Works. While general direction is provided, the incumbent is expected to perform assigned duties independently in accordance with established policies and procedures and to exercise sound independent judgment in carrying out the day-to-day administrative responsibilities of the Fleet Maintenance Facility. Work is reviewed through conferences, reports, and the accuracy, timeliness, and effectiveness of completed assignments.

MINIMUM QUALIFICATIONS: Either:
(A) Possession of a Bachelor's Degree in Business Administration, Office Technology, Public Administration, Automotive Technology, or a closely related field and one (1) year of full-time paid experience involving clerical support, scheduling, computerized recordkeeping, or data entry; or

(OVER)

Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932
essexcountyny.gov/personnel-and-civil-service **518.873.3360**

Essex County is an Equal Opportunity Employer

(B) Possession of an Associate's Degree in Business Administration, Office Technology, Public Administration, Automotive Technology, or a closely related field and three (3) years of full-time paid experience as defined in (A)
(C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid experience as described in (A)
(D) An equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Possession of a valid New York State Driver License at the time of appointment and maintenance of the license throughout the duration of employment.

Depending upon the operational needs of the Department, employees may be required to successfully complete County-required safety training applicable to work performed within a vehicle and equipment maintenance facility.

PHYSICAL DEMANDS: The work is performed primarily within the County's Fleet Maintenance Facility, which includes both an office setting and an active vehicle and equipment repair shop. The incumbent is required to regularly move throughout the maintenance facility to communicate with mechanics, inspect work order, verify vehicle and equipment information, coordinate repairs, and obtain maintenance documentation. The position requires the ability to operate standard office equipment, including computers, printers, telephones, and other office technology. The incumbent may occasionally be required to lift and carry files, office supplies, parts catalogs, or similar materials weighing up to twenty-five (25) pounds. The work environment may include exposure to moderate noise levels, moving vehicles and equipment, grease, dirt, dust, fumes, oils, cleaning solvents, and varying temperatures commonly associated with a vehicle maintenance garage. The incumbent must be able to safely navigate the shop environment while **complying with all applicable safety policies and procedures.**

Residency Requirement: There is no residency requirement.

Note: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.*

Additional Information: *Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.*

Posting Date: November 2nd, 2026

Application Deadline: November 13th, 2026

**The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*

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