



Town of West New York
Administration Office
428-60th Street, Room 1
West New York, NJ 07093

MUNICIPAL EMPLOYMENT OPPORTUNITY

FLEET OPERATIONS COORDINATOR

MUNICIPALITY: TOWN OF WEST NEW YORK
DEPARTMENT: DEPARTMENT OF PUBLIC SAFETY
POSITION TITLE: FLEET OPERATIONS COORDINATOR- FULL TIME
POSTING DATE: SEPTEMBER 9, 2024
DEADLINE DATE: SEPTEMBER 30, 2024
SALARY RANGE: IN ACCORDANCE WITH THE SALARY GUIDE

POSITION DESCRIPTION AND REQUIREMENTS

The Town of West New York is seeking a Fleet Operations Coordinator to work under the direction of the Municipal Administrator and Deputy Municipal Administrator. The coordinator will synchronize and coordinate the administrative activities of our Fleet Department, which provides support to all departments and commissions in Town. The candidate will be responsible of establishing and maintaining an inventory of all motor vehicles, scheduling the use, assignment, and maintenance of motor vehicles; scheduling needed repair or service work for vehicles, and providing recommendations to improve the efficiency of our fleet operations in support of our municipal operations. The Town of West New York offers a competitive salary/benefits package and a friendly work environment.

Experience: A minimum of three (3) years of administrative experience coordinating a large-scale fleet of motor vehicles which entailed a responsibility for the maintenance and servicing of such vehicles. Ideal candidate will have an understanding and experience with installation, maintenance, and repair of various types of motors, vehicles, and equipment. Knowledge of laws, rules and regulations affecting purchasing, specifically the New Jersey Local Public Contract Laws and Regulations preferable. Must have a driver's license valid in New Jersey.

Qualifications/Responsibilities: Must have thorough knowledge of the problems involved with giving suitable assignments and instructions to groups and individuals and in supervising their work and of the making and executing of plans for the effective utilization of available funds, personnel, equipment, materials and supplies, of the operation, maintenance, repair, design and modification of motorized equipment. Must have the ability to utilize various types of electronic and/or manual and information systems used by the Town and various Departments.

Interested candidates should send a cover letter, resume, salary requirements and 2-4 professional references to:

Town of West New York
ATTN: Luis Baez, Municipal Administrator
428 - 60th Street, Room 1
West New York, New Jersey 07093
jobs@westnewyorknj.org

REFERENCE TITLE FOR SUBMISSION: WNY_0425_FOC_LASTNAME

The Town of West New York is a drug free workplace and an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status. Effective September 1, 2011, all employees of NJ State, County and Local government must reside in the State of New Jersey unless exempted under law. The Town reserves the right to interview and/or appoint a candidate prior to the deadline.