



City of Cuyahoga Falls Superintendent of Motor Vehicles

SALARY	\$40.14 - \$51.56 Hourly	LOCATION	Cuyahoga Falls
JOB TYPE	Full-Time	JOB NUMBER	202500057
DEPARTMENT	Garage	OPENING DATE	12/12/2025
CLOSING DATE	1/9/2026 11:59 PM Eastern		

DESCRIPTION

Under the direction of the Service Director, plans, organizes, and directs all operations within the Municipal Garage department's facility to properly maintain and repair all vehicles and equipment for city-wide operational activities and divisions.

EXAMPLE OF DUTIES

ESSENTIAL JOB FUNCTIONS:

- Manages, supervises, directs, and coordinates the activities of personnel engaged in the maintenance, repair, service, fueling, purchase, and disposal of City vehicles and equipment; resolves conflicts, obtains cooperation, negotiates, and provides information between the Municipal Garage and all other City Departments.
- Provides general oversight and supervision of the garage operations and staff.
- Trains employees, determines assignments and reassignments, coaches and/or counsels, inspects apprentice mechanic work before release of vehicle, conducts performance evaluations, determines disciplinary action, and makes recommendations for hiring and termination.
- Schedules staff hours, both routine and overtime; reacts to such emergencies as inclement weather, equipment breakdowns, employee absenteeism, and workload backlogs.
- Establishes work standards, procedures, policies, and guidelines to ensure economic and efficient fleet management; establishes productivity levels and work priorities, and coordinates shop operations to accommodate maintenance and emergency repair work with minimum downtime.
- Ensures compliance with Federal, State, and Local laws and regulatory agencies such as EPA and ADEM regarding fueling, USTs, hazardous waste, used tires, leaks, Workers' Compensation, shop and vehicle operations, and underground storage tanks.
- Develops policies and procedures to minimize the liability and losses associated with the operation of vehicles and shop facilities; coordinates the EPA environmental E-Check program within the City departments.
- Evaluates maintenance costs, equipment lifecycle, reliability, operator maintenance requirements, and vendor warranties.
- Participates in discussions with operating departments regarding equipment needs and plans for purchasing new or replacement vehicles/equipment and disposing of vehicles/equipment.
- Ensures that operating departments have sufficient vehicles and equipment to perform operational activities.
- Performs budget administration; develops an operating and capital budget for the Municipal Garage, approves and monitors expenditures, and makes recommendations regarding requests for capital expenditures related to equipment and vehicles in all City departments.

- Develops cost-saving measures for shop operations; researches new equipment, methods, and standards of operation that would reduce expenditures.
- Determines and prioritizes replacement cycles for all vehicles and equipment for all departments; determines age, mileage, and repair costs.
- Determines whether to repair, lease, or buy vehicles and equipment; advises other department superintendents on what type of new vehicle or equipment would best suit their needs, and determines vehicle and equipment disposition.
- May perform mechanical repairs/installations or preventative maintenance activities as deemed necessary.
- Meet all job safety requirements and standards that pertain to the essential functions of the position.
- Demonstrate regular and predictable attendance.

TOOLS AND EQUIPMENT USED: Motor vehicle, multi-line telephone, and voice messaging system; personal computer including fleet management and fueling system software; word processing, spreadsheet, email, calendar, and internet applications; printer, copier, scanner, fax, and calculator.

TYPICAL QUALIFICATIONS

MINIMUM QUALIFICATIONS: Possession of a high school diploma or GED is required. An associate's degree in Automotive Service Technology, Public Administration, Business Management, or other closely related field is preferred. In addition, must have at least five (5) years of considerable skilled mechanical experience in the repair and maintenance of vehicles and heavy motorized equipment, and at least three (3) years of supervisor experience in a private or government fleet maintenance facility is preferred; or any equivalent combination of experience that provides the preferred knowledge, skills, and abilities.

- Knowledge: Current fleet maintenance management methods, systems, software, and procedures; the standard practices, methods, tools and equipment, and safety procedures associated with heavy equipment and the automotive mechanic's trade; different engine types, drive trains and uses of equipment; personnel and policies, procedures and processes; purchasing rules, regulations, policies and procedures; Federal, State, Local and regulatory laws, rules, regulations and ordinances affecting fleet management; and budget administration policies and procedures.
- Skills: The use of the tools and equipment listed below.
- Abilities: Supervise employees directly; negotiate contracts; communicate effectively verbally and in writing; remain current with changes in the industry; plan, organize, direct, and coordinate a large fleet maintenance operation; and prepare budget estimates, maintain record systems, and prepare management reports.

LICENSURE OR CERTIFICATION REQUIRED: Certification from the National Institute of Automotive Service Excellence (ASE) is required. Emergency Vehicle Technician (EVT) Certification is preferred. Must have a Class A Commercial Driver's License (CDL) with tanker endorsement OR obtain the CDL through the City of Cuyahoga Falls on-the-job entry-level driver training program within one year of hire date. Must have the ability to maintain continuing eligibility under the City's driver eligibility standards.

SPECIAL REQUIREMENTS: Must be a non-smoker and non-tobacco/nicotine user, including but not limited to cigarettes, cigars, pipes, snuff, etc., and refrain from using all tobacco/nicotine products for the duration of employment with the City.

SUPERVISION EXERCISED: Supervises all positions located at the City Garage, including Administrative Assistant, Apprentice Mechanic, Automotive Service Specialist, Automotive Parts Stock Worker, Automotive Mechanic, and Senior Mechanic.

SUPPLEMENTAL INFORMATION

POSITION: The regular workweek is Monday through Friday, 8:00 AM to 5:00 PM. This is a classified, exempt, non-bargaining position.

COMPENSATION & BENEFITS:

- The City of Cuyahoga Falls offers an exceptional total compensation and benefits package, including:
 - Starting Salary: \$83,489 annually; Salary Progression includes scheduled merit/step increases that occur annually during the first five years of service, as well as at years 10 and 12 (for example, under the current compensation plan, the annual salary after five years of service is \$104,438 (exclusive of negotiated increases)).
 - Participation in the Ohio Public Employees Retirement System (OPERS) pension program
 - Comprehensive health insurance, including medical and prescription drug coverage
 - Employer-paid dental and vision coverage
 - Available membership at the City of Cuyahoga Falls Natatorium Fitness Center

Interested candidates must apply online by the above closing date.

Apply online at <https://www.governmentjobs.com/careers/cuyahogafalls>

EOE/ADA

Employer	Address
City of Cuyahoga Falls	2310 Second Street
	Cuyahoga Falls, Ohio, 44221
Phone	Website
330-971-8195	http://www.cityofcf.com

Superintendent of Motor Vehicles Supplemental Questionnaire

*QUESTION 1

Do you have at least five (5) years of considerable skilled mechanical experience in the repair and maintenance of vehicles and heavy motorized equipment?

- Yes
 No

QUESTION 2

Do you have at least three (3) years of supervisor experience in a private or government fleet maintenance facility?

- Yes
 No

*QUESTION 3

Do you have a college degree in Automotive Service Technology, Public Administration, Business Management, or another closely related field?

- Yes
- No

***QUESTION 4**

Are you National Institute of Automotive Service Excellence (ASE) Certified?

- Yes
- No

QUESTION 5

If you are ASE Certified, what category and/or level do you have?

***QUESTION 6**

Do you have Emergency Vehicle Technician (EVT) Certification?

- Yes
- No

***QUESTION 7**

Do you have a Class A Commercial Driver's License with tanker endorsement?

- Yes
- No

***QUESTION 8**

Please explain your experience developing and/or administering an operating and capital budget for a Garage, if applicable.

QUESTION 9

Do you have fleet management and/or fueling system software experience?

- Yes
- No

***QUESTION 10**

What level of Microsoft Office software (i.e. word processing, spreadsheet, email, calendar, and internet applications) experience do you have?

- Basic
- Intermediate
- Advanced
- Certified Microsoft Professional

* Required Question