



Human Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

Englewood

CAREER OPPORTUNITY

DATE: October 23, 2025

TO: All City of Englewood Employees & External Applicants (Subsequently)

FROM: Human Resources 

SUBJECT: Available Position – Supervisor - Central Maintenance (DPW)

There is one (1) position available in the Department of Public Works for a Central Maintenance Supervisor (Unclassified).

Compensation: \$80,000 annually

Benefits: Medical & Prescription Coverage (Shared-Cost)
NJ State Pension (PERS/DCRP if eligible)
Paid Time- Off (Vacation, Sick, Personal & Holiday Leave)
Voluntary Benefits (Vision, Dental, FSA & Short Term Disability)

Schedule: Monday – Friday
7:00AM – 3:00PM
Must be available for 24-hour emergency call-back as scheduled

How to Apply: Please submit your resume to:
City of Englewood - Department of Human Resources
2-10 N. Van Brunt Street, Englewood, NJ 07631

Email: hr@cityofenglewood.org
Subject: Supervisor - Central Maintenance

Internal Applicants: Visit the Human Resources Department to submit your resume and complete the Indication of Interest form by **Thursday, October 30, 2025**.

A complete job description is hereto attached.

POST: October 23, 2025

REMOVE: Will Remain Posted Until Filled

The City reserves the right to interview applicants and to hire while this position is still active.
AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER

cc: R. Hoffmann, City Manager
R. Romney, Director of Public Works



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SUPERVISOR – CENTRAL MAINTENANCE

JOB SUMMARY:

Under the direction of the Director of Public Works or the City Manager, the Central Maintenance Supervisor is responsible for supervising the administrative and mechanical work involved in the management of the City garage system; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In the garage and in the field, has charge of and works with employees engaged in specific servicing, maintenance and repair tasks on motor vehicles and motorized equipment.
- Oversees maintenance inspections, monitors inventory, assembles mechanical components, and performs repairs as required
- Organizes and assigns work schedules; receives complaints and takes proper action.
- Obtains and supervises the storing, safeguarding and use of needed equipment and supplies.
- Initiates investigations into accidents involving City vehicles.
- Responsible for the preparation of budget estimates and prepares other reports as required
- Evaluates the performance of subordinates.
- Works on vehicles and equipment as required to ensure the health and safety of the City.
- Uses diagnostic software to isolate diagnostic problems.
- Establishes and maintains records and files.
- Prepares and maintains preventative maintenance schedules.
- Assisting and supporting other Supervisors as necessary.
- Required to participate in rotational on-call schedule.
- **Must be available for 24-hour emergency call-back as scheduled.**

QUALIFICATIONS

Education, Experience and Licensing:

- A valid New Jersey Commercial Driver's License (Class B with airbrakes); with a clean driving record.
- Must have diesel mechanic experience.
- Must have experience working on electrical vehicles.
- 5 years of experience in the installation, maintenance and repair of varied types of motors, vehicles and equipment (3 years in a supervisory capacity preferred).
- Must successfully complete a routine background check, medical exam and drug screening as required by DOT.

- Must possess Automotive Service Education (ASE) Certifications in, or be enrolled in ASE Certification programs for:
 - Hydraulic Systems
 - Airbrakes
 - Electrical Systems
 - Diesel and Gasoline Engines
 - Transmission
- Additional Certifications are a plus

Note: Failure to obtain the required certifications within one year of your employment start date will result in termination.

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive understanding of diagnosis and reasons for motor failure.
- Thorough knowledge of the remedial steps necessary to correct the condition of tools and equipment used in tearing motors down, installing new parts, reassembling and testing; motors, brakes, lights and other parts of vehicles and equipment.
- Thorough knowledge of various types of motors and their operation.
- Thorough knowledge of vehicle diagnostic scanners.
- Thorough knowledge of maintenance and retention of necessary records, files and documents.
- Ability to operate office equipment such as computers, scanners, fax machines, etc.
- Ability to analyze mechanical problems.
- Ability to organize assigned work and develop effective work methods.
- Ability to give suitable assignments and instructions to assigned employees.
- Ability to obtain, store, record, safeguard and properly use equipment, materials and supplies.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position; Bi-lingual a plus.
- Ability to establish and maintain satisfactory working relationships with other employees and vendors.
- Ability to drive an automobile on paved and unpaved surfaces
- Ability to evaluate quality of materials
- Ability to read public works construction and topography maps and grading plans
- Ability to communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts
- Ability to identify problems, evaluate alternatives and arrive at logical decisions
- Ability to read and interpret complex regulations and technical documents, including plans and specifications
- Ability to use computer programs such as Microsoft Office (word, excel, etc.)
- Must be able to work on an independent basis subject to occasional review in progress through questions/problems and consultation with the supervisor.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to:

- Use stomach and lower back muscles to support the body for long periods without getting tired; often in uncomfortable positions for extended periods of time.
- Use muscles to lift, push, pull, or carry heavy objects up to and occasionally more than 75lbs
- Stand or sit; remain in a stationary position for extended periods of time
- Walk or work on uneven surfaces while performing the essential functions of the job
- Climb stairs, ladders and other objects to perform the essential functions of the job
- Bend, stretch, twist, or reach out.
- Stoop, kneel, crouch or crawl while performing the essential functions of the job
- Use hands/fingers/feet to handle or feel to operate a wide variety of equipment
- Make quick, precise adjustments to machine controls.
- Be able to see clearly to operate the equipment necessary to do the job
- See objects in bright/glaring and/or low light; see clearly to perform functions of the job
- Hear sounds and recognize the difference between them and determine from which direction the sound came.
- Speak and hear well to communicate with co-workers, residents and others

WORK ENVIRONMENT

The characteristics of the work environment described here are representative of those that the employee may encounter while performing the essential functions of this job. Some examples of the typical working environment may include, but are not limited to:

- In the vicinity of sewage infrastructure
- In and around greasy parts and tools; using chemicals and cleaning solvents to maintain and repair equipment
- With and around fuel, fumes, etc.
- Indoor and outdoor environments with all noise levels, all temperatures and climatic conditions, including adverse weather conditions for extended periods of time.

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