



JOB DESCRIPTION

JOB TITLE: Fleet Services Supervisor
DEPARTMENT: Fleet
REPORTS TO: Road Maintenance Director

FLSA: Non-Exempt
GRADE: M2
DATE: 12/12/2017

SUMMARY OF JOB PURPOSE:

Responsible for assisting with the planning, organization and direction of all activities and staff related to the County's fleet maintenance and acquisition operations; performs fleet services technician duties as required.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Supervises and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Implements goals, objectives, policies, procedures and work standards for the division.
- Tracks and codes invoices for accounts payable; tracks expenses of shops to stay within established budget.
- Manages fleet software program, including parts ordering and daily inventory.
- Responds to inquiries and complaints from customers; provides information and maintains customer relations.
- Coordinates availability of equipment and staff to maintain operations and meet County needs.
- Estimates materials, parts, tools and equipment needed for work assignments.
- Develops, implements and monitors shop safety standards; ensures compliance with OSHA guidelines and department policies.
- Assists with the development of specifications and RFPs; obtains cost estimates, evaluates proposals and selects vendors.
- Directs the maintenance of operational records, including maintenance and repair records.
- Performs fleet mechanic duties as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

FLEET SERVICES SUPERVISOR

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND successful completion of an accredited program in vehicle repair and maintenance; AND four (4) years of experience in the repair of vehicles and heavy equipment; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- State and federal regulations pertaining to vehicle emission standards and handling of hazardous materials.
- OSHA and other safety procedures pertaining to the work.
- Principles and practices of fleet acquisition, maintenance and management.
- Techniques and practices of vehicle and heavy equipment maintenance.
- Computer applications related to the work.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of accounting and budget administration.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Repairing, maintaining and operating vehicles and equipment related to activities.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.

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Skill in: (continued)

- Reading and interpreting diagrams, blueprints and specifications.
- Reviewing bid documents related to equipment acquisition and contractor work for compliance with codes and County specifications.
- Estimating necessary materials, parts and equipment to complete assignments.
- Ensuring compliance with established safety practices and procedures related to operations assigned.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Class A Driver's License with "N" and "T" endorsements.
- OSHA 30 certification.
- Flagging certification.
- Two (2) ASE certifications in automotive, light or heavy truck repair.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical field or shop maintenance setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors.