

FLEET SUPERVISOR

JOB PURPOSE AND SUMMARY

To supervise, assign, review and participate in the work of staff responsible for providing equipment maintenance services within the Equipment Services Section; to perform a variety of technical tasks relative to assigned area of responsibility; and to provide staff assistance to the Equipment Services Manager.

Receives direction from the Equipment Services Manager.

Exercises direct supervision over maintenance staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES - Duties may include but are not limited to the following:

- Develop equipment specifications, review user data and identified needs; research equipment design feasibility and availability.
- Design and draft specifications for specialized construction of road maintenance and other equipment.
- Conduct cost studies for central store parts; conduct cost studies to develop equipment rental rates; develop equipment retirement schedules and strategies.
- Develop, implement, and maintain inventory information system and incorporate with preventive maintenance program.
- Assist in planning and prioritizing, assigning, supervising and reviewing the work of staff training including any chemical safety; work with employees to improve performance; implement disciplinary procedures.
- Oversee and maintain parts and materials inventory; purchase parts; prepare specifications for purchase of parts, materials and equipment.
- Assist in the development of Equipment Services budget; assist other County department with long term equipment cost analysis.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing equipment services; implement policies and procedures.

- Answer questions and provide information to other county staff regarding vehicle and equipment maintenance activities; investigate complaints and recommend corrective action as necessary.
- Prepare various reports on operations and activities.
- Perform related duties as required.

QUALIFICATIONS

Experience and Training:

- Three years of progressively responsible experience in fleet maintenance or related field;
- Increasingly responsible experience in computerized vehicle maintenance; including systems, databases and spreadsheet applications;
- Experience in budget development and administration.
- Supervisory skill and experience is highly desirable.
- Training in computer and equipment programs, budgeting, spreadsheet analysis.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of....and skill in applying theories and principles for developing equipment specifications; theory and principles of conducting cost studies and analysis; procurement bidding and vendor pricing practices; principles of inventory systems management; computers and management information systems; principles and practices of equipment maintenance, troubleshooting and repair; principles of supervision, training and performance evaluation; safe work practices.

Ability to....research and analyze records and design and propose equipment and programs; read and interpret a variety of technically complex service and repair manuals, manufacturer's bulletins, schematic drawings and material specifications; identify and articulate unit goals and objectives and to guide staff in accomplishing activities; research mechanical repair needs and estimate the cost and time of repairs accurately; supervise, train and evaluate assigned staff; maintain records, inventory and prepare reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Office use: 6/22/00