



Fleet Maintenance Supervisor (2167)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 17

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to supervise day-to-day operations for a segment of the County fleet, to ensure that preventive maintenance orders are created and assigned, to oversee the technicians' work, and to order parts or outside services as needed for preventive maintenance.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Identifies units for preventative maintenance inspections: prioritizes and schedules work activities to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Monitors technicians and ensures work order tasks are completed in a timely manner: supports technicians with advice and training as needed; inspects vehicles after any maintenance or repair to minimize rework; and reviews completed work orders to ensure services required have been performed and records updated, including charge-out of parts.

Orders outside parts or service as needed: contacts vendors to acquire part numbers and quotes; orders parts or service from vendors and monitors their performance; ensures that requisitions or purchase orders are completed and delivered to vendors; and processes resulting invoices.

Manages acquisition of new vehicles and disposition of retired vehicles: receives, checks in, and records new vehicles; orders unit numbers or other decals as required; receives retired and out-of-service vehicles and processes their records; and prepares retired vehicles for surplus sale or other disposition.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures: receives and reviews various documentation, including maintenance requests, repair invoices, maintenance diagrams and schematics, accident reports, and employee attendance data; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including preventative

maintenance schedules, work orders, purchase orders, shop and vehicle status reports, parts on order reports, and performance appraisals; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with supervisor, other employees, clients, third party parts and service contractors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required, with vocational or technical school training in automotive service, mechanics or related field; supplemented by five years of experience as an auto mechanic; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, hazardous materials, machinery, vibrations, electric currents, bright/dim lights, and toxic agents.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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