

FLEET MAINTENANCE SUPERVISOR

General Statement of Duties

Performs technical and supervisory work, under the general supervision of the Central Maintenance Superintendent, in the planning, organizing and supervising of the Town's vehicle maintenance and repair program. Also, operates and maintains the Town's vehicle maintenance facilities.

Distinguishing Features of the Class

An employee in this class organizes the work of and supervises mechanics and parts clerks operating a twelve-bay maintenance garage including a metal shop, fuel island and a vehicle wash facility. Work also involves acquiring and coordinating the necessary resources for the maintenance of over 400 pieces of equipment ranging from string trimmers to fire apparatus. This position requires effective interpersonal, communication, technical, and administrative skills. The employee is subject to working in both inside and outside environments, including extreme hot and cold weather and in work in hazards that include loud noises, vibrations, moving mechanical parts, exposure to chemicals, gases, fumes, odors, poor ventilation, and oils. This employee also assists the Central Maintenance Superintendent in the short and long-term planning, research and implementation of a variety of environmental laws and regulations associated with the handling and disposal of hazardous waste (liquid, vapors, and solids). Work also involves considerable public contact in purchasing of equipment, parts, supplies and services. This employee must exercise considerable tact in dealing with both internal customers and external vendors. This employee must be capable of running the vehicle maintenance facility during emergencies and adverse weather conditions for extended periods. Finally, this employee must exercise judgment and initiative in carrying out assignments.

Illustrative Examples of Work

Primarily responsible for the hiring, training, safety, and performance evaluation of garage employees.

Coordinates the use of available equipment, materials and staff to obtain maximum efficiency and effectiveness.

Prepares cost estimates that include time and materials in reference to vehicle maintenance projects.

Keeps records; prepares reports; and maintains adequate inventory of parts, supplies and fuel.

Develops various training activities for mechanics and parts clerks with a focus on obtaining ASE, MASE and EVT certifications. Also, prepares mechanics for the Commercial Drivers License Exam.

Prepares and assists with the preparation of specifications for the purchase of vehicles, off-road construction and specialty equipment; prepares cost estimates for purchases and accessory equipment.

Responsible for the refueling station including timely fuel deliveries.

Researches and recommends strategies to comply with a variety of federal, state and local laws and regulations regarding emissions compliance, disposal of oils, fuels, antifreeze, freon, and other hazardous fluids and vapors.

Handles interdepartmental concerns, needs, and complaints regarding routine and emergency repairs.

Establishes and supervises data collection and trend analysis for equipment efficiency and replacement needs.

Additional Job Duties

Performs related duties as required.

Knowledge, Skills and Abilities

Thorough knowledge of the techniques, principles, and trade practices related to the repair and maintenance of automotive, heavy truck, off-road construction, fire apparatus and specialty equipment.

Thorough knowledge of the principles and laws related to the North Carolina vehicle inspection program, mandated electronic emissions testing, refrigerant recovery and disposal of hazardous waste by products and vehicle title laws.

Thorough knowledge of the occupational hazards, environmental and safety precautions related to maintenance work.

Considerable knowledge of the hazards and safety practices involved in vehicle maintenance and repair including high line pressures and overhead hoist and lifts.

General knowledge of supervisory principles and practices.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates and vendors.

Working knowledge of Microsoft Excel, Word, and inventory/work order programs, such as RTA and Asset Essentials, etc.

Ability to plan, organize, schedule, and distribute work effectively.

Ability to establish and maintain records, warranties, reports, inventory, warranties and conduct trend analysis.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

Must possess visual acuity to operate computer terminals, prepare and analyze data and figures, and perform extensive readings.

Desirable Education and Experience

A.A.S. in Automotive Science or management. ASE Master Certifications in automotive or medium/heavy truck or an equivalent combination of education and experience.

Special Requirements

North Carolina Class B commercial driver's license with clearance and without restriction in the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse to immediately perform FMCSA Safety Sensitive duties as a DOT regulated Driver under 49 CFR parts 382 & 391.

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Exempt

2021