



FLEET SUPERVISOR

GENERAL RESPONSIBILITIES

Under the direction of the Executive Director of Transportation and Fleet Management Services and the Fleet Manager, the position is responsible for the performance of the vehicle maintenance operation at an assigned facility; assisting with reviewing and establishing maintenance policies and procedures in support of departmental mission and goals; and directing the efforts of assigned staff to ensure consistent and efficient operation of all teams and sections within an assigned fleet maintenance facility.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide leadership of maintenance operations and shop personnel at an assigned maintenance facility.
- Assist with developing and establishing maintenance priorities to ensure priorities and requirements are met in conjunction with Virginia Department of Education regulations.
- Develop equipment, major component, and fleet vehicle specifications, and assist with the development of contracts/bid proposals for these items.
- Develop quantifiable metrics for reporting productivity and compliance; produce reports on this information for consumption by administrative personnel.
- Utilize and maintain the specified fleet management information system effectively; enter work orders, research work history, run reports, update tables, and verify data integrity.
- Monitor compliance with manufacturer's specifications and Virginia Department of Education requirements relating to preventive maintenance and repair.
- Coordinate efforts by varied inter-facility departments to maximize cohesiveness of operation.
- Respond to inquiries from stakeholders regarding situations concerning fleet assets.
- Enforce safety regulations and good housekeeping practices.
- Assess subordinate supervisor/employee performance and evaluate annually.
- Monitor employee attendance and enforce the employee attendance policy.
- Provides technical advice and hands on assistance with difficult repair problems.
- Conduct departmental maintenance meetings.
- Provide budget input to the Fleet Manager regarding; tools, equipment, inventory, building improvements and personnel which will provide enhanced value/efficiency to the operation.
- Participate as a member of interview committees as requested.
- Work closely with vehicle dealers and manufacturers regarding warranty claims and recalls.
- Respond to emergency road calls during and after normal work hours when required.
- Provide responsive high-quality service to school board employees, representatives of outside agencies, and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of fleet vehicle maintenance, diagnosis, and repair procedures, Virginia Department of Education pupil transportation maintenance regulations, shop and field safety practices, and hazardous material spill and disposal procedures. Thorough knowledge of management and supervision practices and procedures. Knowledge of existing and proposed local, state, and federal laws, regulations, rules, and standards affecting vehicle maintenance, inspection, and specifications. Must have the ability to skillfully manage multiple departments and subordinate personnel, identify employee and customer concerns and address those matters appropriately and in a timely manner, exercise appropriate judgment in answering questions and releasing information, analyze and determine consequences of decisions and/or recommendations, and provide guidance to subordinate supervisors/employees on basic to complex diagnostic and repair work on fleet equipment. Must have an expert ability to operate fleet vehicles and equipment and communicate effectively both written and orally in situations which require a high degree of sensitivity, tact, and diplomacy. Must have the ability to use electronic record keeping and fleet management systems to manage fleet assets and monitor/report on statistical data, establish effective working relationships, and demonstrate the department's goal of customer service in all aspects of work.



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

A valid Virginia Driver's License (required at the time of appointment)

A valid Virginia Class B Commercial Driver's License (CDL) (required within six (6) months of appointment).

Preferred:

Bachelor's Degree in business or public administration and/or certification/associate degree in vehicular repair from an accredited college or trade school.

Ten (10) years of experience servicing and repairing vehicles and equipment in a commercial, industrial, or municipal environment.

Previous supervisory responsibilities or equivalent experience.

Master ASE certifications in any of the following test series: Automobile Technician, School Bus Technician, or Medium/Heavy Truck Technician.

L1 and/or L2 ASE certification.

A valid Class A Commercial Driver's license.

A valid EPA 609 MVAC Technician Certification.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent sitting, walking, standing, grasping, fingering, repetitive motion, and driving. Occasional bending, stooping, balancing, crouching, kneeling, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

A valid Class A Virginia Safety Inspectors license may be required to meet operational needs.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 5/17, 7/20
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