



Job Title	Assistant Fleet Supervisor
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

The Assistant Fleet Supervisor is responsible for supporting the Fleet Supervisor in the management and maintenance of the Town's municipal fleet and related equipment and may assist in the provision of maintenance work across other divisions and functional areas of the Department of Public Works (DPW).

Supervision

Received	Fleet Supervisor
Exercised	Two to five full-time (or full-time equivalent) employees

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Under the direction of the Fleet Supervisor, provides leadership in planning, directing, and organizing the work of the Fleet Division within the DPW, including the scheduling, assigning, and supervision of the repair and maintenance of municipal vehicles and equipment.
- Coordinates the day-to-day shop schedule, setting priorities, work assignments, and any required resources to provide for the efficient and effective delivery of fleet services.
- Supervises Fleet Division personnel; determines daily vehicle and equipment scheduling, repair priorities, and methods of repair at the behest of the Supervisor.
- Ensure that all fleet assets are maintained according to prescribed industry standards, manufacturer recommendations, and all applicable regulations or guidelines.
- Maintains vehicle, maintenance, repair, and parts records, utilizing fleet management software to ensure accurate and comprehensive documentation.
- Procures materials, services, and parts from vendors and contractors, utilizing purchase order software; manages invoices.
- Manages the Town's fuel depot inventory levels and inspects fuel deliveries to meet MA Department of Environmental Protection (MassDEP) protocols.
- Assists in managing Fleet Division software and vehicle maintenance programs along with their related computer and IT systems.
- Assists in managing the DPW's fleet of spare vehicles and short-term vehicle assets.

- Ensures that Fleet Division facilities are well maintained, cleaned, and organized with an emphasis on the safety and longevity of fleet and equipment assets.
- Responsible for insurance claims for any accidents involving public works and certain municipal fleet.
- Provides appropriate training, observes and appraises performance, and ensures the quality and quantity of work performed by division personnel.
- Receives, reviews, and submits payroll to the Supervisor; manages schedules for division personnel.
- Develops budget recommendations; assists in the management of expenditures; processes payments; compiles data to draft reports or make submissions to relevant regulatory agencies.
- Develops, updates, and maintains computerized data management and reporting systems as they relate to financial management and analysis, compliance, productivity, and comparable matters; produces relevant regular and special reports.
- Responds to questions and comments from members of the public; resolves issues as they arise related to public requests or concerns; advises and updates the Fleet Supervisor on significant matters and their status and resolution.
- Works with the Fleet Supervisor to develop and operationalize division policies and procedures and ensures compliance with relevant local, state, and federal health and safety standards.
- May help to coordinate activities with other DPW divisions and municipal departments in order to ensure the safety and efficiency of operations and completion in a timely manner.
- Observes equipment in operation and evaluates efficiency and performance under operating conditions; recommends modifications, replacements, and purchases to the Fleet Supervisor; helps to maintain an inventory of relevant materials for division operations including vehicle parts and related supplies.
- Attends training seminars for the purposes of continuing education in order to disseminate occupational best practices to division personnel.
- Mandatory participation in the Snow & Ice Program; may include road treatment, plowing, snow hauling, etc.
- Coordinates snow and ice operations maintenance of vehicles and assists during all emergency events as directed by the Superintendent and department leadership.
- Performs other related job duties as required.

Education and Experience

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
- Completion of an accredited automotive trades program or 2 to 4 years of related work experience (preferably supervisory).
- Valid driver's license.
- Additional field specific certifications are desired and shall be considered in lieu of practical experience.

Beneficial:

- CDL Class B.
- Automotive Service Excellence (ASE) certification series C1 and P1 within 12 months of hire.
- Automotive Service Excellence (ASE) certification series T8 within 24 months of hire.

Knowledge, Ability, and Skill

In addition to appropriate education and experience, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Strong knowledge of fleet best practices, systems, and technologies. • Principles, procedures, methods, and techniques involved in the repair and maintenance of gasoline, diesel, and electric motor vehicles and equipment. • Access databases, Microsoft Suite, and electronic vehicle and fuel management systems. • Welding, body work and refinishing and computer enabled devices. • Repair of electrical and hydraulic systems. • Safe repair practices. • Fleet best practices, systems and technology.
Ability to	• Read and understand technical documents and reports. • Communicate effectively and deal professionally with others. • Plan, assign, and supervise the work of division personnel. • Establish and maintain effective and harmonious relationships with employees, municipal officials, the public, and others. • Prepare routine correspondence and reports.
Skill in	• Supervising others. • Computer systems related to equipment service and maintenance. • Public relations. • Time management.

Physical and Environmental Working Conditions

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

- Performs administrative work in fleet repair shop environment; work outside of the office may involve exposure to conditions such as exhaust fume and other odors, toxic agents, uneven terrain, confined spaces, heights, hot or cold temperature extremes, wetness and humidity, dirt/dust, grease, dim lighting, vibrations, electrical currents, heavy machinery, and loud noises.
- When performing administrative functions, sits or stands, with intermittent periods of stooping and walking; when in the shop, stands or walks for extended periods and applies agility and physical strength to move in or about construction sites or over rough terrain.
- Applies eye-hand coordination with finger dexterity and motor coordination to use tools and equipment safely and precisely.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, maps, blueprints, and forms; inspects surroundings and fine details to assess conditions of materials, equipment, landscapes, and buildings; reviews detailed information displayed on a computer screen.
- Must be able to lift and/or move up to and including 50 pounds and sometimes lift 50+ pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer