



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

Scope of Work

The Fleet Supervisor is responsible for leading and directing the efforts of fleet personnel in the repair and maintenance of Public Works vehicles, machines, motorized equipment, and radio equipment.

Supervision

Received	Assistant Director of Public Works/ Operations
Exercised	Assistant Fleet Supervisor

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.

- Plans, directs, and organizes the work of the Fleet Division within the DPW, overseeing daily operations including the scheduling, assigning, and supervision of the repair and maintenance of municipal vehicles and equipment.
- Inspects work in progress and at completion to ensure standards of productivity and quality; maintains related repair and maintenance records and tracking in electronic vehicle management software; conducts safety inspections and registration of municipal vehicles.
- Manages fleet and equipment parts inventory and related records to meet scheduled and emergency repairs and maintenance; ensures the security and protection of fleet facility property and equipment; negotiates favorable parts and service contracts.
- Manages and administers fleet-related software services; acts as the primary administrator for the Town's fleet/fuel management and GPS software; responsible for Town's electric vehicle charging systems.
- Prepares various reports and records, including costs of labor and parts, vehicle accident reports, activity reports, damage estimates, and fuel consumption records utilizing electronic tracking systems; gathers relevant data from contractors and vendors as required; ensures environmental and safety compliance for fuel tanks and tracks fuel distribution and use for municipal vehicles.
- Assists other municipal departments with mechanical, vehicle, and equipment needs; coordinates with relevant personnel for capital and maintenance planning related to municipal fleet.

- Enforces existing procedures and policies and develops new fleet methods and procedures as authorized; ensures adherence to applicable town, state, and federal health and safety rules and regulations; and maintains fleet and equipment in clean and orderly condition. Ensures environmental compliance of fuel tanks including complete submittal of required documents to town, state, and/or federal agencies.
- Recommends changes in status and compensation of personnel; resolves grievances within the division; oversees preparation of payroll and related personnel matters.
- Prepares and submits the division budget; monitors and authorizes expenditures; processes payments; compiles data in order to draft reports or make submissions to relevant regulatory agencies.
- Coordinates activities with other DPW divisions and municipal departments in order to ensure the safety and efficiency of operations and completion in a timely manner.
- Obtains and maintains appropriate equipment for personnel in coordination with DPW leadership; observes equipment in operation and evaluates efficiency and performance under operating conditions; recommends modifications, replacements, and purchases; maintains an inventory of relevant materials for division operations.
- Attends training seminars for the purposes of continuing education in order to disseminate occupational best practices to division personnel.
- Required to be available and may participate in the snow and ice program and shall be a key member of the department's emergency response team; serves on relevant boards and committees as assigned.
- 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 that which would be acquired by an Associates Degree or two years of technical or business school.
- Seven to ten years of related experience
- Valid driver's license.

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.
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	• Repair of electrical and hydraulic systems. • Safe repair practices.
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	• Management and leadership. • Computer systems related to equipment service and maintenance. • Public relations. • Time management. • Policy and procedure development.

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