



FLEET SUPERVISOR

GENERAL RESPONSIBILITIES

Under the direction of the of Transportation 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 GENERAL TASKS

(The examples of essential functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for 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

High school Diploma or GED required, Bachelor's Degree in business or public administration and/or certification/Associate's Degree in vehicular repair from an accredited college or trade school preferred. Ten (10) years of experience servicing and repairing vehicles and equipment in a commercial, industrial, or municipal environment including supervisory responsibilities or equivalent experience preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, twisting, reaching, handling, pushing, and pulling. Ability to lift articles up to 50 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of the following is required and must be maintained throughout employment in this class:
 - A valid Virginia Driver's license (required at the time of appointment)
 - A valid Virginia Class B Commercial Driver's license (required within six (6) months of appointment).
 - A valid Class A Virginia Safety Inspectors license (required within six (6) months of appointment).
- Possession of the following is highly desirable:
 - 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.

FLSA status: Exempt	Description: Rev. 5/17
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