

FLEET SUPERINTENDENT

Position Code: 2400

WC Code: 8380

FLSA Status: Exempt

Pay Grade: 355

Location: Public Services

Approval Date: 2018

General Statement of Duties

Performs responsible administrative and technical work supervising the Fleet Section of the Public Works Division.

Distinguishing Features of the Class

An employee in this class is responsible for planning, organizing and directing the work of the fleet employees including managing and assigning all repairs and services for the town equipment and vehicles. The employee works with the Public Works Director to develop policies and procedures ensuring that all services are delivered. The employee participates in hiring, conducts and performance coaching and evaluation of supervisor. Work involves considerable public contact in providing assistance and resolving problems. Work requires considerable initiative, tact and courtesy in dealing with the town staff and the public. Work is reviewed by the Public Works Director for program efficiency and effectiveness through periodic discussion, conferences, written reports and public acceptance.

Duties and Responsibilities

Manages daily operation in the garage

Applies for fuel cards for all Town employees and all town equipment

Electronically identifies and tracks equipment and vehicles.

Assists all department heads with new equipment purchase training.

Adheres to all safety procedures and policies of the department.

Meets with vendors to evaluate cost for purchases; gets quotes and prepares bids (vehicles and equipment)

Prepares budgets

Conducts performance appraisals

Keeps track of N.C. Inspector licenses

Performs other duties as assigned

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of principles, practices and procedures of fleet maintenance and repair

Knowledge of budgeting procedures and techniques

Knowledge of principles and practices of supervision, training and personnel management.

Ability to organize, direct and implement a comprehensive fleet maintenance and repair, fueling and specification program.

Ability to prepare and administer a budget.

Ability to understand and follow instructions.

Ability to communicate clearly and concisely, both orally and writing.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate automotive equipment in a safe manner, fit parts, read gauges and make written records.

Minimum Education and Experience

High School Diploma or GED and over ten years of directly related experience; or Associate's Degree from an accredited community college and eight years of directly related experience; or

a Bachelor's Degree from an accredited college or university and six years of directly related experience.

Special Requirement

Possession of a valid North Carolina Commercial Driver's License.

Ability to obtain within a year and maintain thereafter:

- NC Safety & Emissions Certification.