

JOB DESCRIPTION

Fleet Supervisor

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and five years of experience, including two years of supervisory experience, in fleet operations or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid driver's license.

Required Knowledge of:

- Principles and practices of fleet management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Methods, tools and equipment used in the repair and maintenance of automotive and heavy equipment.
- Operation of internal combustion engines.
- Welding and fabrication methods and techniques.
- Tire repair procedures.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, vendors, manufacturers, repair shops, other public jurisdictions and the general public.
- Effectively supervise mechanic staff.
- Maintain various manual and automated records and documents.
- Conduct on-board computer diagnostics.
- Troubleshoot vehicle and equipment problems.
- Diagnose mechanical, brake, fuel and electrical defects of a variety of gasoline and diesel equipment.
- Use hand and power tools.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple projects, tasks and demands.
- Operate a personal computer utilizing a variety of software.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to flammable materials or electrical hazards. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____