

VEHICLE MAINTENANCE SUPERVISOR

CODES/PAY GRADE

Class Code: 2424

EEO Code: B

Pay Grade: 214

MAJOR FUNCTION

Responsible for managing the overall operation of the county's vehicle and equipment repair facilities. Plans, organizes, directs, supervises and evaluates work performance through a staff of subordinate supervisors. Implements policies, programs and activities determined to be in the best interest of efficiency, productivity, safety and quality of the maintenance of vehicles and equipment in the Volusia County fleet.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Exercises considerable independent judgment within the established county, division and activity policies and procedures in directing the county vehicle and equipment repair activities.

Coordinates the maintenance and repair of all county owned vehicles and equipment.

Coordinates all work orders as to priority for efficient work flow, both in shop and outside repair facilities.

Works with customer divisions in establishing repair and maintenance priorities. Assists in the development of the preventive maintenance program and insures that it is fully executed.

Coordinates work flow for downed equipment waiting for parts, to minimize backlog of work and cost to customer division. Establishes job priorities and estimates down time. Takes corrective action when jobs fall behind schedule.

Supervises all shop supervisors to ensure that the repair shops operate efficiently and comply with all operating standards and policies.

Assists in planning and directing the County fleet maintenance program.

Maintains effective lines of formal and informal communication between customer divisions and Fleet Management staff. Maintains an open line of communication between division line and staff team members.

Works with user division and Purchasing regarding new vehicle selection, specifications, acquisition and preparation. Works with lease/rental staff to determine expected vehicle replacement for budgetary projection.

(Vehicle Maintenance Supervisor continued)

Studies management methods in order to improve workflow, simplify reporting procedures or implementing cost reductions. Proposes policies for division operations.

Coordinates collection and preparation of activity reports. Analyzes data and makes recommendations to management for inclusion in annual operating budget.

Monitors achievement of division business plan goals and performance standards.

Manages shop supervisors to include leave approval, discipline, conducting performance evaluations, and mentoring.

Works with Fleet Management Director on division projects.

Responsible for Fleet Management safety program.

Performs related work as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sound management practices and principles as related to the operation of a large fleet management program.

Knowledge of mechanical repair on all types of equipment.

Knowledge of an effective vehicular preventive maintenance program.

Knowledge of computerized fleet management data base programs.

Knowledge of overall operations of vehicle maintenance facilities.

Ability to organize and prioritize daily fleet repair workload.

Ability to maintain effective working relationship with customer divisions.

Ability to make decisions in the absence of the Fleet Director.

Ability to communicate effectively, both orally and in writing.

Ability to assign, delegate, supervise and control the quantity and quality of work of subordinates.

Ability to respond calmly and efficiently to all emergency situations.

MINIMUM QUALIFICATIONS

Two (2) years of college and three (3) years experience; or graduation from high school or possession of GED and five (5) years fleet administration and supervisory experience in motor vehicle and construction equipment maintenance and repair, including all facets of operations, procurement, personnel, etc.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

(Vehicle Maintenance Supervisor continued)

ADA REQUIREMENTS

Physical Demands: Light to medium work. Ability to see, hear, talk, stand, stoop, bend, grasp, handle, twist, balance, climb, manual dexterity.

Environmental Demands: Both inside and outside work. Limited exposure to inclement weather, chemicals, fumes.

Mental Demands: Ability to read and comprehend technical journals and manuals; financial records (invoices, billing statements, reports), letters, memos, safety instructions, warranties. Ability to perform basic math. Ability to write reports, memos, letters, instructions and procedures communicating information, data, details, and directions. Ability to speak clearly and concisely to relay directions, information, and ideas to others. Ability to analyze data and deduce conclusions. Ability to identify and resolve problems.

Rev. 8/07
Rev. 10/94