

# Fleet Supervisor

Dept/Div: Highway

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult skilled technical work developing specifications and purchasing vehicles and equipment; maintaining inventory; assisting with vehicle maintenance, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director/County Engineer. Divisional supervision is exercised over all personnel within the division.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Supervise and direct all County union mechanics
- Develop fleet vehicle & equipment specifications; purchase and maintain adequate levels of parts and supplies; process requisitions or major vehicle and equipment purchases; dispose of surplus vehicles per statute
- Maintain fuel inventories and record compliance with MPCA & EPA regulations for County fuel sites
- Analyze, review and assist with problematic diagnostics & repairs; manage and schedule County vehicle & equipment warranty repairs; determine the need to outsource major repairs, if so determine the appropriate vendor
- Purchase all County vehicles and equipment within budget; solicit costs on parts services and purchases of minor equipment
- Conduct daily, weekly and annual inventory counts and reconcile with inventory list
- Manage vehicle titling, registration, licensing and insurance of County Fleet and Sheriff vehicles
- Code parts & service invoices for payment; verify daily time cards and vacation requests
- Directs and assign use of all County motorized equipment

## Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; thorough knowledge of vehicle maintenance reports, attendance records and time sheets;

## Education and Experience

High school diploma or GED and moderate experience in garage or fleet management, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of over 100 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and frequently standing, walking and sitting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's

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length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), working in high, precarious places, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration and occasionally requires working with explosives, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Commercial Motor Vehicle Inspector MN State Patrol  
MPCA Class A/B Operator - Fuel Tank Compliance  
OSHA Tire Maintenance Training  
Tier II Emergency & Hazardous Material Recorder  
State of MN Commercial Truck Inspector  
Class A/B Operator for Fuel Tank Compliance  
MPCA Tier II Reporter Training  
Annual OSHA/MSHA Training  
Attend Annual Maintenance Expo Training  
Valid commercial driver's license.