



<b>WORKING TITLE:</b> FLEET SUPERVISOR	<b>CLASSIFICATION:</b> PROGRAM SUPERVISOR
<b>DEPARTMENT:</b> PUBLIC WORKS	<b>DIVISION:</b> FLEET
<b>PAY RANGE:</b> NBYCM 19	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JANUARY 2025

### **JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:** Coordinate and assign work activities for the maintenance and repair of county vehicles and equipment in the shop, field, and vendors. Receives and distributes parts and supplies. Maintains inventories and related records, processes time, equipment, and material charge records. Oversees checkout of pool vehicles. Prices out invoices and parts.

***SUPERVISION RECEIVED:***

Works under direct supervision of the Fleet Manager and/or Director or Division Manager

***SUPERVISION EXERCISED:***

May provide direction to all Mechanics and other Public Works employees as required.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Supervise and coordinate vehicle maintenance, ensuring minimal equipment downtime, and optimizing fleet efficiency.
- Maintain accurate maintenance and repair records of county vehicles and equipment.
- Assist in cost effective procurement of vehicles, equipment, services and part supplies through specifications, evaluations, and recommendations. Process required DMV paperwork after purchases.
- Maintain accurate and timely records of County vehicles and equipment, by both computerized and manual methods.
- Assist in Public Surplus sales, including but not limited to the posting of surplus, processing paperwork for the sale and providing clear communication and support to

- other departments as needed.
- Transports, receives, unpacks, and stores goods and supplies in proper storage places and checks incoming materials against invoices and purchase orders while also maintaining a clean and safe storeroom.
  - Oversees checkout of motor pool cars to other departments.
  - Inspects equipment and vehicle repairs for completeness and accuracy.
  - Maintains iPad/laptop devices and/or procedures to ensure efficient disbursement and charge of parts and materials and retains close control of personnel access to supplies and inventory.
  - Applies proper account coding to all invoices for payment, prepares interdepartmental billings for motor pool and billing for repairs to vehicles and outside agencies.
  - Answers telephone promptly and courteously, provides accurate estimates for repairs.
  - Performs other duties as assigned by direct supervisor.

### **JOB SPECIFICATION**

#### **Knowledge of:**

- Considerable knowledge of the standard practices, materials and modern methods used in the repair and in maintenance of automotive and construction equipment.
- Considerable knowledge of various types of equipment or vehicle systems and components in a fleet operation.
- Considerable knowledge in estimating work time used in scheduling of work and evaluating labor times.

#### **Skill in:**

- Processing information on computerized equipment.
- Organization and maintenance of records and inventory control.
- Establish and maintain effective working relationships with supervisors, co-workers, other county employees, public and private officials, vendors, and the public.

#### **Ability to:**

- Communicate effectively in both oral and written forms; plan, coordinate the activities of employees to attain efficiency in work and meet deadlines.
- Estimate work time for scheduling and evaluate labor times.
- Maintain and process records and reports.
- Work independently and manage time efficiently.
- Make decisions independently in accordance with established policies and use initiative and judgment in completing tasks and responsibilities.
- Remain calm and use good judgment during confrontational or high-pressure situations.

**MINIMUM EXPERIENCE AND TRAINING:**

Two years' experience in the automotive repair field and supervisory or management experience. High school diploma/ GED equivalent; or sufficient education to demonstrate ability to read and write legibly and make arithmetic computations, Experience in inventory control/storekeeping; demonstrated ability to function as a team member; or any satisfactory combination of experience and training which ensures ability to perform the work.

CDL preferred, but not required.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in a building and in outdoor areas; uses mechanical equipment, a computer, telephone, and other office equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen, and hear, frequently required to use repetitive hand motion, handle, or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*