

Job Description

Job Title: Fleet Services Supervisor

Job Code: 906154

Job Family: Infrastructure

Pay Grade: JC.16.16

FLSA: Non-Exempt

EEO: Service/Maintenance Workers

Department/Agency: Countywide **Position Number(s):** Multiple

Recommended Position Title(s): Fleet Services Supervisor

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Schedules daily maintenance and repair of fleet consisting of cars, light vehicles, trucks, and heavy equipment; diagnoses problems and writes up repair orders, schedules repairs; reviews preventive maintenance file and schedule procedures; oversees and initiates repair decisions, daily work assignments and rescheduling; determines repair priority level; sets schedule for mechanics based on their area of expertise; determines the needs for outsourcing of repairs.
- Oversees procurement of parts, supplies, and materials for maintenance and repair of the County fleet; communicates inventory and material needed to maintain appropriate inventory levels; performs walk around inspections of vehicles and equipment to pre-order materials for repairs; reviews invoices and verify codes and orders fabrication of specialized parts; collaborates with mechanics about parts needed for repairs; completes paperwork, timesheets and equipment logs using computerized system.
- Works directly with customers to understand, evaluate, and process service requests; initiates contact with customers for coordination of preventive maintenance on County fleet units and unscheduled maintenance activities with fleet users; provides cost estimates and repair time intervals on vehicles and equipment; communicates regularly and provides progress reports to customers; coordinates unit delivery and explanation of billing to

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customers and works with customers to identify ongoing problems and assists with adjustments, modifications, and operational recommendations.

- Finalizes repair orders and reviews work orders; ensures code uniformity in documentation; completes daily log sheets, reviews work for quality and accuracy; recommends technical and behavioral skills training for employees; ensures the department is capable and prepared for response to emergency operations such as snow removal, severe weather, or other disasters; assists in management of field activities associated with emergency response..

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

High school diploma or equivalent and five (5) years of related automotive, heavy truck, or construction equipment repair experience are required. One (1) additional year of related experience may substitute for education. Must pass a thorough criminal history screening and have a valid Class C (CDL) driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Vo-Tech or Associate's degree in Automotive Fleet Management, Equipment Repair, Diesel Engines, or related field and previous lead/supervisory experience are preferred.

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Excessive standing and/or walking: 60%

Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.

Lifting weight: 50lbs.

On call/stand-by work required.

Weather essential: Department Essential

Uniform Required

Travel required: 50% local and 5% outside Johnson County

Wearing of goggles, rubber boots, rubber gloves and other PPE as required.

Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.

Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.