

Job Posting

Fleet Maintenance Supervisor

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| Department: Public Works/Garage | Pay Grade: 17 |
| Reports to: Public Works Director | Hiring Salary Range: \$35,631 – 53,447 |
| FLSA: Non-Exempt (hourly) | Deadline to Apply: Open Until Filled |

General Statement of Duties

An employee in this job class participates in skilled mechanical work and supervises the preventative maintenance and repair work on City vehicles and heavy construction equipment. Work includes providing input on needs for equipment and supplies, handling complaints from City departments and personnel; performing major repairs and work on large trucks and provides technical guidance to mechanics particularly in troubleshooting. Work includes ordering parts, tools and equipment; and maintaining an inventory of parts and supplies. Employee must exercise sound judgment and initiative in the performance of work on an independent basis. The employee is subject to various hazards associated with mechanical repairs including working in both inside and outside environments, and exposure to loud noises, vibration, moving mechanical parts, electrical current, chemicals, odors, fumes, dusts, mists, and oil. Work is subject to the OSHA requirements on blood borne pathogens. Work is evaluated through satisfaction of customers, reliability of vehicles repaired and serviced, and efficiency of operations.

Knowledge, Skills, and Abilities

Possess a thorough knowledge of the techniques, principles, equipment and tools relating to repair and maintenance of automotive, construction and specialty equipment, and related terminology. Considerable knowledge of the OSHA rules and regulations and the occupational hazards and proper safety precautions involved in the vehicle and heavy equipment mechanical work, and in operation of heavy equipment. Possess or ability to acquire a working knowledge of the City's personnel, budget and purchasing policies and procedures. Possess a working knowledge of the principles of modern and effective supervisory principles, practices, and skill in effectively supervising personnel, the concepts and philosophy of teamwork and the ability to effectively implement and demonstrate the principles in action and work effectively as part of a team. Skill in collaborative conflict resolution within the team with the ability to supervise the work of mechanics and administrative support staff, to adjust staffing assignments to accomplish work effectively, to train, communicate, motivate, and provide performance coaching and evaluation effectively. Ability to utilize the computer and to maintain records on maintenance and repair work completed when applicable. Ability to effectively communicate orally and in writing, exercise sound judgment and initiative. Ability to establish and maintain effective working relationships with employees, supervisor, coworkers, sales representatives and vendors.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and perform repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to perform skilled mechanical work, to operate machines and equipment including close inspection of moving and small parts, using measurement devices, assembly and fabrication of parts.

Desirable Education and Experience

Graduation from high school supplemented by technical or vocational automotive/heavy equipment maintenance training and considerable experience in skilled automotive/heavy equipment, preferably including some supervisory experience or training; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina CDL. Possession of certification for NC Inspections. ASE Mechanic Certification. Provide Personal Tools.

Re-Post Date: 8/9/2017