



## Town of Oro Valley Classification Description

Title: **FLEET MAINTENANCE SUPERVISOR**      Department: Public Works  
Job Code: 3725      Salary Grade: 112  
FLSA Status: Exempt

### **POSITION SUMMARY:**

Under the direction of the Fleet and Facility Manager, this position is responsible for prioritization and planning of both scheduled and unscheduled maintenance and inspection activities. The Fleet Maintenance Supervisor will direct the Fleet Maintenance Team's day-to-day workflow. The Fleet Maintenance Supervisor (FMS) shall perform maintenance tasks alongside the Fleet Maintenance Team in order to assess team competencies, train team members and ensure timely task completion. The FMS will also work under the direction of the Fleet and Facility Manager to continually improve the Town's Preventive Maintenance Program. This position will assist with vehicle condition rating as related to the implementation of the Town's 10-year Fleet Replacement Plan.

### **ESSENTIAL JOB FUNCTIONS:**

- Prioritize work assignments to achieve minimum fleet downtime, this includes predicting and resolving problems like parts availability, and other resource constraints by using outside vendors, and coordinating activities with other divisions.
- Coordinates services with outside vendors under established maintenance contracts.
- Maintains impeccable records for each piece of equipment in Town fleet, in accordance with applicable regulations and best practices for fleet management.
- Manages expenses to stay within budget for shop supplies replacement parts and payroll costs. This includes but is not limited to containing costs by fully evaluating and utilizing warranties, evaluating costs for parts and services, managing staff overtime, and applying sound financial practices.
- Ensures that all repair orders, preventive maintenance lists and parts accountability are completely documented.
- Communicates availability of vehicles and coordinates preventive maintenance services with owning department.
- Trains, develops and evaluates the work of assigned staff and coordinates and reviews work plans. Evaluates and manages employee performance.
- Fosters a team-oriented approach to the Town's maintenance program.
- Ensures that technicians are trained on current operating procedures, are properly equipped, and are motivated so that the maintenance program can be accomplished in a safe, timely and cost-effective manner.
- Works closely with the Fleet and Facility Manager to provide maintenance within the budget and assist with financial and budget reviews.

- Assists Fleet and Facility Manager in the management of Vehicle Replacement Fund and equipment disposal through the Town's auction vendor.
- Processes titles, emissions, and registrations; commissions and de-commissions vehicles and equipment as appropriate.
- Analyzes all shop labor, overhead and utility charges annually and computes annual charge-back labor rate.
- Analyzes shop productivity, efficiency and labor rates and compares to private service providers; prepares written reports as directed.
- Ensures a safe environment exists and all maintenance activities are in compliance with State, Federal and Town requirements.
- Initiates and implements projects that improve efficiency and/or reduce operating costs.
- Oversees the fueling facility(s).
- Regular and reliable attendance; works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Completes other duties and special projects as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing operations and maintenance of fleet management.
- Knowledge of tools, lubricants, equipment, and procedures used in servicing, overhauling, repairing, and adjusting a variety of automotive and other power-driven heavy equipment, current trends in alternative fuel and fuel systems.
- Ability to utilize automated preventive maintenance, equipment maintenance record keeping systems and scheduling software for tasks, manpower and reports.
- Ability to evaluate and make repair estimates for structures, equipment, and contemporary materials.
- Ability to establish and maintain effective working relationships.
- Knowledge of fleet acquisition and disposal methods.
- Knowledge of principles of work measurement and activity analysis as they pertain to fleet management.
- Knowledge of fleet management software and systems; strong computer and Microsoft Office skills.
- Ability to establish and monitor productivity and efficiency standards.
- Knowledge of principles and practices of fleet management data analysis and research.
- Knowledge of environmental and emission standards and compliance.
- Ability to communicate effectively and prepare accurate documentation.

#### **MINIMUM QUALIFICATIONS:**

- Associates degree from an accredited college or university with major course work in automotive engineering, industrial engineering, public administration, business administration, statistics and research, or related field and three (3) years' experience in

fleet operations research, statistical analysis, and/or productivity work measurement studies.

- Two (2) years of supervisory experience.
- Must presently hold, or be willing to obtain, an ASE Transit or Medium Duty Truck Certification while employed.
- Subject to background check and drug screen.
- Must possess at time of application and maintain a valid Arizona CDL class B driver's license.

**PREFERRED QUALIFICATIONS:**

- Cartegraph asset management software.
- ASE Certification.
- Emergency Vehicle Technician (EVT) Certification.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor and outdoor environment.

**SPECIAL REQUIREMENTS:**

- This position is considered Safety Sensitive position and is subject to Drug and Alcohol testing as required by FTA CFR 49.