FLEET SUPERVISOR

POSITION SUMMARY

This position is responsible for overseeing the day to day operation of the Fleet Department, scheduling the shop work according to work load, ensuring proper ordering of parts and organization of parts room, as well as maintaining and repairing all City vehicles and heavy equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organizes, schedules, develops, implements and plans the preventative maintenance and repair of vehicles and heavy equipment.
- Responds to and investigates incidents, problems and complaints received and ensures resolution. Promptly notifies supervisor as needed.
- Supervises and monitors other employees as they assist in the routine maintenance, repair and safety checks of heavy equipment and vehicles.
- Provides technical advice, guidance, and training to employees; monitors and evaluates fleet employee performance; makes recommendations for personnel issues such as hiring, discipline, and firing.
- Responds to and investigates problems and complaints regarding assigned services and tracks responses to ensure the problems and complaints are appropriately resolved.
- Reads and interprets vehicle manuals and schematics to perform complex repair/maintenance.
- Schedules and performs field or shop inspections of vehicles or heavy equipment to determine repair needs, makes field repairs when possible, repairs vehicles and heavy equipment.
- Fabricates, reinforces and repairs welding equipment and tools.
- Develops and maintains inventory of parts, tools and supplies. Establish and maintain records of heavy equipment and vehicles.
- Monitors Fleet Management Software work orders/repair requests and assures accuracy.
- Assists with departmental budget creation and monitors budget activity. Recommends replacement and acquisition needs.
- Assists in the preparation of bid specifications for additional or replacement equipment and city vehicles.
- Establishes and maintains a working relationship with dealers, suppliers, and manufacturers and obtains their assistance in the maintenance and repair of City owned vehicles and equipment.
- Responds to after-hours emergencies related to assigned service area.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to properly maintain and repair automotive and heavy equipment, including electrical systems, hydraulic systems, air brake systems and air conditioning systems;

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- Ability to operate heavy equipment, machinery and mechanical equipment, diagnostic equipment;
- Ability to and knowledge of fabrication, metal working, and welding;
- Ability to maintain inventory;
- Knowledge of proper tools and equipment necessary to perform heavy equipment and vehicle maintenance and repair.
- Ability to maintaining files and records through fleet and fuel software;
- Ability to use hand and power tools;
- Ability to interpret work specifications;
- Ability to monitor staff and schedule work assignments;
- Ability to use visual acuity required for depth and color perception, visually inspect small defects and/or small parts;
- Ability to hear sufficiently to accurately perceive information at normally spoken word levels;
- Ability to communicate effectively both verbally and in writing;
- Ability to use a variety of office equipment and related applications;

QUALIFICATIONS

Education and Experience (position requirements at entry):

- High School diploma or GED.
- Associate Degree or Certificate in Mechanics, heavy equipment and component systems repair such as brakes, engines, engine performance, electrical, heating and air conditioning, automatic transmissions, manual transmissions, and suspension systems.
- Five years of experience in heavy equipment maintenance and repair.
- Three or more years in a supervisory role preferred.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid ND Driver's License.
- North Dakota Class B Commercial Driver's License with Air Brakes – must obtain within 3 months of hire.
- Forklift Certification – must obtain within 3 months of hire.
- ASE Certification, Emission License Certification, Mobile air conditioning, within 6 months of hire.
- Aerial Lift Certification must obtain within 3 months of hire .
- Fuel island certification within 6 months of hire.

WORKING CONDITIONS

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

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- May be required to work overtime, weekends and holidays; occasionally under hazardous conditions; on congested roadways, around operating equipment; in a noisy environment; and with the physical ability and stamina to perform strenuous physical work. Routine exposure to hazardous substances, inadequate lighting, work space restrictions, potentially dangerous situations, unpleasant work conditions such as adverse weather conditions or great risk of accidents or ill health. Regular exposure to conditions which are unpredictable/uncertain and which result in risk of personal injury.
- Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification: Grade 17 (PW-17)
City Commission Approved Classification: 09/04/07, 05/20/08
Civil Service Approved: updates5/16/11updates (title change)
Updated: 09/15/2014, 05/19/22 by HR Nameniuk, PW Director Zuroff, Operations Manager Clem; 12/21/2023 – Changed grade level per commission approval of wage study and 2024 budget SN; 7/8/2024 by PW Director Praus, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.