

# FLEET SUPERINTENDENT

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Position Code: 2400

WC Code: 8380

FLSA Status: Exempt

Pay Grade: 354 (\$45,900 - \$71,785)

Location: Public Services

Approval Date: 2010

## **General Statement of Duties**

Manage and assign all repairs and services for the town equipment and vehicles and keep all repairs electronically catalogued; ensure shop is supplied and staffed

## **Duties and Responsibilities**

Manages daily operations in the garage

Purchases all shop supplies, parts and equipment

Applies for fuel cards for all Town employees and all town equipment

Electronically identifies and tracks equipment and vehicles, including warranty information

Administers all safety meetings and training workshops for garage employees

Assists all department heads with new equipment purchase training

Meets with all vendors on parts and prices to evaluate cost for purchases; gets quotes and prepares bids (vehicles and equipment)

Prepares budgets

Conducts performance appraisals

Performs other duties as assigned

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Knowledge of principles, practices and procedures of fleet maintenance and repair

Knowledge of budgeting procedures and techniques

Knowledge of principles and practices of supervision, training and personnel management.

Ability to organize, direct and implement a comprehensive fleet maintenance and repair, fueling and specification program.

Ability to prepare and administer a budget.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate automotive equipment in a safe manner, fit parts, read gauges and make written records.

### **Minimum Education and Experience**

High School Diploma or GED and over ten years of directly related experience; or Associate's Degree from an accredited community college and eight years of directly related experience; or a Bachelor's Degree from an accredited college or university and six years of directly related experience.

### **Special Requirement**

Possession of a valid North Carolina Commercial Driver's License.