

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **FLEET SERVICES SUPERVISOR**

Spec No. 7003

### **BASIC FUNCTION**

To plan, schedule and supervise the work of employees engaged in the full range of equipment maintenance and repair work, and materials/parts management (stores).

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Supervises and may coordinate the preventive maintenance, repair, rebuilding and overhauling of assigned vehicles, equipment and/or communications devices; inspects incoming vehicles and equipment to determine the nature and extent of work required; determines work priorities and initiates work orders as necessary; orders and requisitions equipment, materials, parts and supplies as necessary; coordinates work with other Fleet Services Supervisors and supported departments as required.
2. Plans, schedules, supervises and evaluates the work of subordinates; coaches, instructs and trains employees as necessary; regularly conducts performance evaluations on subordinate employees; recommends various personnel actions as necessary including the hiring, discipline, transfer and promotion of subordinates.
3. Monitors and inspects work in progress to ensure timely completion; inspects completed work to ensure compliance with instructions, procedures, standards and quality of workmanship; assists subordinates as necessary; resolves maintenance and repair problems as required; enforces safety policies, procedures and regulations.
4. Reviews and evaluates work methods, procedures and standards to ensure safe working conditions and efficient operations, and recommends changes as appropriate.
5. Maintains required manual and computerized records and prepares/runs reports as needed to schedule, analyze and evaluate the operation, and keep management informed.
6. Develops or assists in the development of, in cooperation with the the user department, bid specifications, for new or replacement vehicles, equipment, materials and other items purchased for Fleet operations or stores.

### **STATEMENT OF OTHER JOB DUTIES**

#### **WHEN ASSIGNED STORES SUPERVISORY DUTIES:**

7. Oversees stores operations including the annual physical inventory and preparation of a summary of results for the Fleet Manager; may perform inventory disposal, transfers and adjustments as directed by Fleet Manager.
8. May manage contracts for the purchase of fuel, materials and/or supplies that are purchased by Stores' operations.

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### STATEMENT OF OTHER JOB DUTIES: (Continued)

#### WHEN ASSIGNED STORES SUPERVISORY DUTIES:

9. May perform duties of subordinates as required.
10. May perform other duties as assigned.

### MINIMUM QUALIFICATIONS

For Fleet Maintenance Supervisor:

Five (5) years of journey level experience in the maintenance and repair of the full range of light, medium and heavy equipment, both gasoline and diesel powered;

For Stores/Communications Supervisor:

Five (5) years of experience as a stores clerk, storekeeper, warehouse worker, or in inventory control and purchasing work; some experience with two-way radio system management, repair, installation, and/or procurement preferred;

OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### PREFERRED QUALIFICATIONS

Prior supervisory or lead experience in automotive or equipment maintenance/repair is preferred.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment. A commercial driver's license (CDL) is preferred.

Possession of or ability to obtain a valid First Aid Card within the probationary period is required.

A job offer will be conditioned on satisfactory results of a criminal history background investigation, and post offer physical exam or inquiry.

Candidates for employment may be required to pass a pre-employment physical examination before being hired.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- the equipment, materials, methods, procedures and tools used in all phases of equipment maintenance and repair work  
the operation of preventive maintenance and troubleshooting procedures relevant to the full range of fleet equipment
- the theory and operating principles of principal vehicle/equipment components and related systems
- the methods, procedures and techniques used in inventory management including receipts, storage, procurement and the issuing of a wide variety of equipment, materials, parts and supplies including parts for a wide variety of motor vehicles and specialized heavy equipment
- public purchasing laws; County purchasing policies and applicable County codes
- occupational hazards and safety rules and regulations including first aid methods and techniques

Ability to:

- plan, schedule, supervise and evaluate the work of subordinates
- inspect a wide variety of vehicles and equipment, troubleshoot and diagnose defects, malfunctions and other problems and determine the extent of repairs required
- oversee repairing, rebuilding and overhauling the full range of accessories, assemblies, component parts and automotive systems found on fleet equipment
- oversee cutting, welding and fabrication of a variety of metal components and accessories
- read, understand, interpret and use information found in a variety of service bulletins, repair and parts manuals, schematic drawings and related materials
- train subordinates in the safe and efficient use of a variety of hand and power tools, electronic test equipment, welding equipment and supplies, and other diagnostic and repair equipment under a variety of working conditions
- operate a wide variety of gasoline and diesel powered equipment/vehicles safely and skillfully under a variety of traffic and weather conditions
- maintain complete and accurate written records and automated records using a personal computer and fleet management software
- establish and maintain effective work relationships and communication with superiors, subordinates, co-workers, supported customers, vendors, other agencies and the public

### PHYSICAL EFFORT

The work may require some strenuous physical effort such as lifting objects weighing up to fifty (50) pounds that is associated with the performance of lower level duties as required.

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### SUPERVISION

The employee reports to and receives general direction from the Fleet Services Division Director. The work requires substantial independent judgment by the employee who has considerable latitude in setting priorities, scheduling and assigning work, and supervising all aspects of shop operations. The employee may directly supervise a crew chief, equipment mechanics, equipment service technicians, storekeeper lead, storekeepers, communication service technicians and other related positions as required. The work is reviewed through Fleet Management System reports, direct observation and customer responses.

### WORKING CONDITIONS

The work is primarily performed at an equipment maintenance shop with field trips as necessary to attend meetings, supervise field repairs, and coordinate shop operations. Employees are on-call during off-duty hours to respond to emergency situations and are required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 under the title Superintendent of Transportation

Revised: March 1984; July 1996 (Spec No. 811862)

Revised and Retitled: January 2013, Equipment Maintenance Supervisor

EEO Category: 7 – Skilled Craft Workers

Pay Grade: 244 - Classified Pay Plan

Workers Comp: 1501 Hazardous