

**COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
135 NE HERNANDO AVE., SUITE 203**

POSITION TITLE: Fleet Maintenance Supervisor

MAJOR FUNCTION:

This is a skilled supervisory and technical position within the Fire Department. An employee assigned to this classification is responsible for diagnosing, repairing, overhauling and maintaining a wide variety of fleet vehicles and equipment; provides complex technical advice and assistance.

TRAINING AND EXPERIENCE:

High school diploma or equivalent

Minimum 1 year mechanical experience in fleet that demonstrates moderate/advanced abilities related to: diagnostics, high-centrifugal pumps, diesel engines, transmissions, braking systems, electrical systems, HVAC, small engines, and hydraulics.

CERTIFICATIONS REQUIRED ONE (1) YEAR AFTER INITIAL DATE OF EMPLOYMENT:

EVT Level I, Level II, Master Level III (F-1, F-2, F-3, F-4, F-6) Certifications shall be obtained within one (1) year of initial date of employment.

EVT Certifications FA-4, F-7, F-8, M-1, M-2 preferred

ASE certifications may be substituted for various EVT certifications in accordance with NFPA 1071

Qualifications as defined in NFPA 1071 Standard for Emergency Vehicle Technician Professional

Qualifications for EVT I, II, and III shall be obtained within one (1) year of initial date of employment

KNOWLEDGE SKILLS AND ABILITIES:

Considerable knowledge of the methods, practices, tools and equipment used in automotive, truck, heavy equipment and small engine maintenance and repair.

Skilled in the use of tools, machines, and testing instruments of the trade.

Ability to supervise and coordinate the work of others.

Ability to supervise the use of various tools and machines.

Ability to communicate effectively both verbally and in writing

Ability to understand and carry out oral and written instructions, as well as to communicate in writing.

Ability to write technical specifications used in purchasing vehicles and equipment.

Working knowledge of department of transportation and N.F.P.A. standards for commercial and fire vehicles.

SALARY: \$18.27 per hour/\$38,000.00 annual minimum - \$24.52 per hour/\$51,000.00 annual plus benefits (depending upon required certifications possessed)

DEADLINE FOR RECEIVING APPLICATIONS: Open until filled

Each applicant is required to submit a complete County Application for Employment. Successful applicant must be able to pass a pre-employment medical exam, physical abilities, criminal history background check, drivers license check and drug screening. Applications should be submitted to:

HUMAN RESOURCES OFFICE
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS
POST OFFICE BOX 1529
LAKE CITY, FLORIDA 32056-1529
(386)719-2025; TDD (386)758-2139
An AA/EEO/ADA/VP Employer
-over-

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ESSENTIAL FUNCTIONS:

Examples of duties:

Serves on the fleet leadership team in making business and operational decisions about the management of the fleet.

Supervises and performs repairs to ensure the safe repair and diagnosis of equipment used by the Fire Dept.

Coordinates repair shop activities; seeks most effective methods to have maximum number of vehicles in service at all times; uses fleet management system to generate repair information, making entries for labor charged, commercial shops used and parts inventory movement; processes invoices from vendors and performs computer data entry.

Performs various administrative tasks to facilitate the service function of the department; coordinates parts and supply inventory as needed to ensure equipment repair and maintenance can be performed in a timely manner; special orders parts, hand tools and small equipment; coordinates repair and maintenance activities with various groups involved in the process.

Diagnoses, repairs, and rebuilds components of fire and rescue vehicles and apparatus, automotive, light and heavy trucks, trailers and small engine repair.

Performs preventative maintenance as required on all vehicles and equipment.

Performs field service work as required, utilizing service truck and equipment.

Uses all shop equipment.

Prepares repair schedules and determines priority of work to be performed; maintains service records for all equipment; issues service reminders; develops and schedules preventative maintenance programs.

Monitors and directs the use of proper personal safety gear; ensures a safe work environment including handling of hazardous materials and recycling.

Recommends fixed asset purchases for the shop to the Fire Chief.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate; stays abreast of changes in manufacture specifications; serves as safety coordinator and facilitator for the repair facility.

Prepares records and reports on work accomplished.

Performs all related work as required.

NOTE: The examples listed above are intended only as illustrations of the various kinds of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL FUNCTIONS:

Performs other related duties as assigned.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this position, the employee regularly works near moving parts. The employee is frequently exposed to fumes or airborne particles, and vibration. The employee occasionally works in high, precarious places; is occasionally exposed to outdoor weather conditions; extreme heat (non-weather), and risk of electrical shock.

The noise level in the work environment is usually loud.

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ESSENTIAL PHYSICAL ABILITIES/DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this position, the employee is frequently required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch or crawl, and talk or hear

The employee must regularly lift and/or move up to 25 pound. The employee must occasionally lift and/or move in excess of 100 pounds.

PROFESSIONAL LICENSES:

Possession of an appropriate valid driver's license issued by the State of Florida.