

## **FLEET MAINTENANCE SUPERINTENDENT**

### **DEFINITION OF WORK**

Under general direction, the purpose of the position is to perform professional administrative and supervisory duties in support of the Central Maintenance Facility. As Fleet Maintenance Superintendent, employee directs, and supervises the planning, organization and scheduling of maintenance, repairs and servicing of all County vehicles and equipment. Position is responsible for preparing department operation budget, directing and supervising vendor activities and performing house audits. Performs related work as required.

### **EXAMPLES OF WORK**

Directs and supervises the planning, organization and scheduling of maintenance, preventive maintenance, repair and servicing of vehicle maintenance; develops department operation budget; prepares maintenance and repair budget; develop all fuel, maintenance and repair budget recommendations; prepares specifications for vehicles, equipment and service programs; prepares vehicle cost tracking; conduct random quality control measures on vehicles; and supervises and performs inventory checks. Work includes monitoring cost coding, invoices and statements; maintaining and auditing vehicle retention files; directing and monitoring the purchasing needs of equipment, products and materials; directing and supervising vendor activities; and developing and preparing vehicle and department reports and input data into computer. Employee provides technical assistance to department heads and other County personnel; writes and directs lesson plans, policies and train central maintenance employees; interviews and hires new employees, assigns promotions, terminations, and disciplinary actions; conducts performance evaluations; resolves problems as required; monitors fuel inventories; orders repair parts; prepares vehicles for sale in order to dispose of fleet excess either by public auction or fixed price sales; and prepares work orders for all pre-delivery inspections on newly purchased vehicles.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Associate's degree with course work with emphasis in management, business or vehicle maintenance, and five years of experience, including progressive supervisory duties; or an equivalent combination of education and experience.

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

Thorough knowledge of the methods, procedures and policies of Cumberland County related to the performance of the essential duties of Fleet Maintenance Superintendent. Thorough knowledge of principles and practices of supervision and directing maintenance of a fleet of vehicles. Considerable knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Considerable knowledge of the organization of the department, and of related departments and agencies. Considerable knowledge of the occupational hazards and safety precautions required to perform the essential functions of the work. Ability to maintain cooperative and effective relationships with intra- and interdepartmental personnel, as well as any external entities with whom position interacts; develop plans to accomplish work operations and short-range goals and objectives; plan strategies to meet long-range goals and objectives; arrange and assign work to use resources

efficiently; coordinate all administrative and technical services provided; plan and implement changes in operations; establish department operating standards and procedures; oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees in the assigned work area; and evaluate and allocate resources, plan procurement and oversee budget.

### **SPECIAL REQUIREMENTS**

Possession of a license as a North Carolina State Inspector. Mobil Air Conditioning Society license required. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Work requires the ability to perform simple movements requiring moderate coordination, such moving shop equipment or conducting repairs. Some tasks require the ability to perceive and discriminate color, sound, odor, depth, texture, visual perception and discrimination and oral communication. Tasks may risk exposure to heat, cold, noise, dust, machinery, and electrical currents. Work may subject employee to compliance with final OSHA Standards on blood borne pathogens.

### **PHYSICAL REQUIREMENTS**

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).