



## Job Description

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<b>TITLE:</b> Fleet Support Supervisor	<b>JOB CODE:</b> 2545
<b>DEPARTMENT:</b> Public Works	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> September 15, 2022	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b>	<b>LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under general supervision of the Fleet Manager, this working supervisor shall perform general maintenance and servicing of County vehicles, including maintenance of fleet records to ensure proper scheduling and servicing of County vehicles and equipment; advises supervisor of any worn parts, loose belts, or other parts that will require a mechanic's attention; performs technical work regarding the development, monitoring, and updating of computerized vehicle and equipment information system. The Fleet Support Supervisor shall have good interpersonal communication (verbal/written) skills, flexible, and self-motivated to provide positive guidance to employees for a safe and efficient work environment.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responsible for overall condition, cleanliness, and safety of service department facilities.
- Plan daily activity and work schedule for fleet service personnel and oversee execution of work; train new Service Division personnel.
- Perform data entry and record keeping maintaining fleet management data system.
- Monitor scheduled maintenance of County fleet vehicles.
- Maintain inventory records and coordinates with Finance Department on service department inventory.
- Identify necessary replacement parts/equipment and enters procurement requisition.
- Monitor and analyze vehicle and equipment repair and maintenance costs.
- Maintain daily reports for all fleet personnel; maintain records and paperwork of work performed to assure proper servicing of vehicles.
- Perform maintenance and repair of checking and replacing oil filters from vehicle; change tires and service road department and other equipment; handle heavy tires and moves full oil drums on a regular basis; grease equipment in field as needed; pulls oil samples on all leased equipment; change cutting edges which require physical labor and lifting heavy loads.
- Advise supervisor of any worn parts, loose belts or other failing equipment, and processes necessary procurement documents needed.
- Identify requirements, system specifications, and implement innovate changes to equipment maintenance procedures and/or methods, facilities, or equipment.
- Observe all safety procedures in performance of duties.
- Operate and maintains the County fuel system in compliance with the New Mexico Environmental department requirements.
- Perform the duties and responsibilities of the Fleet Manager in an acting capacity as needed.
- Perform other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of maintenance parts and maintenance performance.
- Knowledge of the equipment, materials and methods used in vehicle maintenance.
- Knowledge of mechanical safety procedures.
- Knowledge of County policies and procedures.
- Knowledge of personal computer.

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- Knowledge of Microsoft Office Products
- Knowledge of fleet management data systems.
- Ability to compile and to analyze data and to perform a variety of calculations.
- Ability to maintain accurate records and detailed inventory.
- Ability to prepare a variety of clear, concise, and complete written reports, including statistical analysis, correspondence, specifications, memorandum, and related materials.
- Ability to design and implement innovative support systems for fleet personnel.
- Ability to perform organization design, safety, and staff training.
- Skill in the use of all types of manual and power hand tools, as needed.
- Skill in maintaining and updating maintenance records.
- Skill in the use of basic mathematics.
- Skill in following written and oral instructions.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

**Education and Experience**

- Graduation from a two-year technical school or Community College with a degree in Automotive Mechanics or Technology, or Transportation Maintenance and three years' experience as a supervisor in an automotive or heavy equipment repair shop; or an equivalent combination of training and experience sufficient to perform the duties of the position.
- Valid State of New Mexico Commercial Driver's license (CDL Class A) with Hazardous and Tanker Endorsements.
- Valid Class A and B UST Operator certificate from the American Petroleum Institute or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed primarily in an outdoor or shop environment; may be required to lift and carry items more than 50 pounds.
- May be exposed to dangerous machinery, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes standard hand and power tools.

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____