



## BOONE COUNTY JOB DESCRIPTION

**JOB TITLE:** Fleet Operations Superintendent **NEW:**  **REVISED:**  (Please check one)

**REPORTS TO:** Assistant Manager **FLSA:** Exempt **DATE:** 06/2019

**DEPARTMENT:** Road & Bridge **JOB CODE:** 700

**SUMMARY:**

Under limited supervision, the Fleet Operations Superintendent supervises daily activities of vehicle repair and maintenance operations to ensure proper performance and safety of all County vehicles and equipment.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Schedule daily work with other departments to optimize mechanics time spent on task and minimize vehicle/equipment downtime.

Work with outside service providers to schedule work and obtain cost estimates for repair. Work with outside vendors and bid vendors in order to adequately stock parts and supplies. Manage parts stock room. Assist with term and supply bids for parts and supplies.

Responsible for generation and entry of all shop service requests/work orders. Effective communication with other departments and Road Maintenance Superintendents regarding vehicle/equipment scheduling and status of repairs.

Collect and record vehicle/equipment daily check sheets and utilize data. Assists mechanics, as needed, in diagnosis and repair. Maintain current vehicle/equipment electronic history files.

On-call one week every 4 weeks.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Advanced knowledge of fleet management software computer systems
2. Advanced knowledge of general diagnostic equipment
3. Advanced knowledge of Microsoft Office
4. Advanced skill in establishing and maintaining cooperative working relationships with the public, department staff, and contractors/vendors to meet project goals and deadlines
5. Ability to obtain a class A/B underground storage tank operator within 6 months of hire
6. Ability to keep records and prepare reports utilizing computer software
7. Ability to communicate effectively and clearly in both oral and written form
8. Ability to obtain IS-100 and IS-200 within 6 months of hire.

**PHYSICAL DEMANDS:**

Position requires FREQUENT sitting, talking, and hearing. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools or controls, and reach with and hands and arms. Job requires physical stamina and endurance, including the ability to lift and carry up to 50 lbs, operate hand tools. Position may require frequent or occasional bending, kneeling, stooping, crouching, climbing, standing, reaching, and pulling. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. Squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50-75 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This position is exposed to wet/humid conditions, inclement outdoor weather, vibration, oils, moving mechanical parts, potentially hazardous bodily fluids, potentially hazardous or cancer-causing agents/chemicals, or very loud noises. May be required to work in confined spaces or hazardous traffic conditions.

Job requires nighttime work as needed and requires the ability to respond to emergency situations within a reasonable time period.

**MINIMUM QUALIFICATIONS:**

High School diploma, 3 years supervisory experience, six years of progressively responsible experience in heavy equipment, auto, and medium, heavy-duty trucks. Valid Missouri Driver's License and excellent driving history

**PREFERRED QUALIFICATIONS:**

Associate or technical degree.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*