MERCED IRRIGATION DISTRICT
FLEET SUPERVISOR

FLSA Status – Exempt

DEFINITION:

Under general direction, manage and supervise the acquisition and maintenance of a wide variety of automotive, construction, and other related equipment. Create and implement preventive maintenance programs on all equipment, maintain compliance with regulatory agencies and manage the District's long term capital fleet planning.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Develop and implement goals, objectives, policies and priorities concerning the District's fleet
- Plan, organize, schedule, direct and review the work of subordinate personnel engaged in the repair and maintenance of automobiles, trucks, tractors, cranes and other mechanical construction equipment and vehicle requirements.
- Take necessary actions to ensure District's fleet and other assets comply with California Air Resources Board requirements and other regulatory requirements.
- Develop specifications for proposed equipment purchases and administer the public bid process
- Formulate, prepare and recommend for approval policies, procedures, studies and reports.
- Develop and maintain the District's long term capital fleet replacement program.
- Manage, implement, and train subordinates in the District's work order management software and other related computer programs
- Read and interpret construction fabrication plans
- Determine adequacy of work being performed.
- Provide assistance to other supervisors as needed.
- Obtain needed supplies, equipment and materials while utilizing the District's purchasing software and following District purchasing procedures.
- Select, train, and evaluate subordinate employees.
- Maintain service records on equipment as well as cost records on parts and labor.
- Prepare periodic reports.
- Diagnose trouble in cases of more complex or obscure mechanical trouble as well as assisting with repair.
- Prepare and administer an annual equipment and materials budget consistent with the goals and priorities established by the District.
- Perform other duties as requested, directed, or assigned.

QUALIFICATIONS:

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

Bachelor's Degree from an accredited college or university with major course work in automotive technology or related field is desirable.

Experience:

- At least three (3) years maintenance and repair of equipment, plus
- At least five (5) years' experience supervising the maintenance and repair of automotive and construction equipment is desired.

Ability to:

- Plan, coordinate and supervise the work of others.
- Organize shop facilities to meet fluctuating and unusual demands.
- Plan, organize, schedule and supervise the work of skilled and semi-skilled subordinates.
- Establish and maintain effective working relationships with employees and other departments.
- Assess difficult problems associated with facilities in the field and provide sound recommendations for their resolution.
- Respond to emergency situations and be on-call as assigned.
- Maintain records and prepare comprehensive reports.
- Communicate clearly and concisely, orally and in writing.
- Make sound decisions based on the proper interpretation of laws, regulations, and policies.

Knowledge of:

- Supervisory and management practices to build a successful team in area of responsibility.
- Principles and practices of automotive fleet management and the characteristics and maintenance needs of a wide variety of mechanical and automotive equipment.
- Principles of gasoline and diesel engines, and the repair and maintenance of construction equipment.
- Hazards and safety precautions, including the Cal-OSHA requirements pertinent to construction equipment maintenance, specialized welding and related trades.

Necessary Special Requirements:

- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting:	Remains in a seated position for up to eight (8) hours per day
Hands/Arms:	Operates computer for up to eight (8) hours per day
Lifting:	Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping:	Bends body downward and forward by bending at the knees or waist.
Talking:	Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing:	Hears well enough to receive communications in person and by telephone.
Vision:	Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the Facilities Manager.