



**LOUISVILLE METROPOLITAN SEWER DISTRICT
invites applications for the position of:**

Fleet Services Supervisor / Grade 18

SALARY: \$30.25 - \$46.53 Hourly
\$62,920.00 - \$96,782.40 Annually

OPENING DATE: 03/03/22

CLOSING DATE: 03/16/22 11:59 PM

JOB SUMMARY:

Supervises the preventive and corrective maintenance of company owned/leased vehicles and equipment. Supervises the diagnosis of vehicle and equipment system discrepancies. Operates company vehicles and equipment. Ensures timely performance of preventive and corrective maintenance on assigned units. Provides a safe and clean work environment to prevent accidents and health hazards. Adheres to prescribed EPA/EPD guidelines. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, assigns and supervises the work of staff to realize the department's goals. Ensures the consistent application of policies, procedures and work instructions. Reviews and compares work performance and/or products of subordinates with established standards to aid in determining employee production levels, training needs and to assist management in determining appropriate personnel actions. Coordinates, monitors and ensures outsourced repairs are completed in an efficient, economical and proper manner. Conducts inspections on work performed to ensure all units repaired are done in a timely and efficient manner. Inspects facilities and work being performed to ensure safe working conditions. Reports safety violations/infractions as needed. Approves time and attendance information for assigned staff in the system for inclusion in payroll records. Analyzes workload and assigns work to employees best suited to the task to ensure optimum performance of the division. Plans and schedules maintenance to be performed. Develops a preventive maintenance plan to ensure timely inspection and repair of units to maximize availability to customer departments. Determines priorities and resource requirements to repair units in a timely manner. Communicates with vendors in the research of required technical information and parts for equipment in need of repair. Maintains knowledge of new trends in technology, repair methods and equipment. Schedules and conducts training to subordinate personnel on repair methods and techniques, equipment operation and department policies and procedures. Assists in diagnosis and troubleshooting procedures to diagnose mechanical or electrical malfunctions of vehicle systems and components. Makes necessary repairs/adjustments and tests to ensure safe operation of vehicle. Researches technical and parts information necessary to return units to service. Road tests vehicles before and after repairs. Documents issue/receipt of tools issued to staff. Orders parts, materials, supplies and equipment for repair and maintenance functions. Assists with supervision and coordination of parts procurement through on-site parts contractor. Maintains accountability of shop supplies ensuring documentation of materials issued to staff for maintenance of fleet units. Ensures repairs and services are completed quickly and efficiently. Responds to unusual or emergency situations to maintain equipment for emergency events.

Performs assigned special project activities requiring after hours, weekend or holiday work as may be required. Ensures Fleet Management Information System (FMIS) work orders are created with required information for the preventive/corrective maintenance or for warranties to be performed. Updates FMIS work orders ensuring proper information is recorded. Reviews FMIS work orders upon completion of the repair task. Compiles reports as required by management. Provides the highest level of service to fleet staff, customers, vendors, co-workers, supervisors, managers, and senior leadership in a professional manner. Maintains a clean work environment.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:

Knowledge of the techniques and methods used in the repair and maintenance of vehicles and equipment; knowledge of correct usage of all maintenance tools and instruments; knowledge of general business principles; knowledge of the basic theory, operation, and maintenance of internal combustion engines, transmissions, and other systems; knowledge of occupational hazards and preventive safety measures; skill in operating a PC and associated Windows environment software (Microsoft Office Suite) and Fleet Management Information Systems; ability to communicate effectively both orally and in writing; ability to exercise judgment and discretion; ability to plan, organize and delegate work effectively; ability to set up, operate, analyze data and diagnose from both manual and automated diagnostic equipment; ability to diagnose discrepancies and determine appropriate maintenance and repair work; ability to maintain accurate records; ability to supervise a diverse workforce; ability to operate an effective preventive and corrective fleet maintenance program; ability to perform internet research; ability to perform physically demanding tasks as outlined above; ability to work under adverse working conditions such as inclement weather; ability to work effectively under heavy, unpredictable surges in workload; ability to work 24 hour emergency response, various shifts and weekends.

MINIMUM REQUIREMENTS:

Associate Degree or completion of Automotive Technology or Diesel Mechanic certification/licensing program from an accredited technical school/college; six or more years of experience providing preventive and corrective services on a medium to large inventory of fleet vehicles and equipment, three of which must have been in a heavy truck maintenance shop; an equivalent combination of education and experience may be substituted. Must obtain an ASE Master Automotive Technician or Master Medium/Heavy Truck Technician, and Service Consultant Certification within 6 months of eligibility. Must obtain a CDL-Class A with N endorsement within 6 months. Must possess a valid driver's license. Must have safe work and driving habits. One or more years of supervisory experience preferred.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.louisvillemsd.org>

Position #22-045
FLEET SERVICES SUPERVISOR / GRADE 18
DH

700 W. Liberty Street
Louisville, KY 40203

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Fleet Services Supervisor / Grade 18 Supplemental Questionnaire

* 1. Do you have an Associate Degree or completion of Automotive Technology or Diesel

Mechanic certification/licensing program from an accredited technical school/college?

- * 2. How many years of experience do you have providing preventive and corrective services on a medium to large inventory of fleet vehicles and equipment?

- * 3. How many years of experience do you have providing preventive and corrective services specifically in a heavy truck maintenance shop?

- * 4. Do you have an ASE Master Automotive Technician or Master Medium/Heavy Truck Technician?
 Yes No

- * 5. Do you have a Service Consultant Certification?
 Yes No

- * 6. Do you have a CDL-Class A with N endorsement?
 Yes No

- * 7. Do you have a valid drivers license?
 Yes No

- * 8. How many of years of direct supervisory experience do you have?

- * Required Question