

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FLEET SUPERVISOR

JOB CODE: 30130

PAY GRADE: 17

PAY RANGE: \$46,800 - \$74,880

GENERAL DESCRIPTION

Under the general supervision of the Fleet Operations Manager, this position performs specialized supervisory work encompassing a large fleet. Incumbents provide supervisory oversight and direction for the day to day activities of the fleet operations. Job performance is evaluated through daily observation of shop activities, review of performance reports and accomplishment of predetermined goals. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Insures all safety and environmental regulations are observed and enforced;
- Supervises all sublet work insuring accuracy of the repairs and appropriateness of charges incurred;
- Coordinates and assigns all scheduled and non-scheduled maintenance activities;
- Provides supervisory oversight of all parts requests insuring the correct parts are requested in a timely manner and without redundancy of orders;
- Reviews all work orders for accuracy and completeness and approves all work orders prior to their submission to support staff;
- Assists the Parts staff in determining the proper product and inventory quantities to be included as stock inventory;
- Insures accurate reporting of time for all direct reports, addressing any discrepancies and ensuring established production standards are met;
- Performs cost/benefit analysis of required and completed repairs and determines, prioritizes, and assigns workload based on criticality assignment ;
- Estimates repair requirements and implements action plans based on nature and criticality of assignment or projects;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- High school diploma or G.E.D
- Vocational training in a fleet related field
- Five (5) years work experience in a wide variety of automotive repair
- Or equivalent combination of education and experience
- Knowledge of automotive air conditioning principles and how they apply; ability to accurately diagnose and repair A/C systems required
- Proficient in the use of a computer, familiarity with MS Office programs highly desired

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operating and repair characteristics of all automotive equipment in general use by the Sheriff's Office
- Ability to use and train others in the use of tools, machines, test instruments, and repair manuals used in the maintenance of law enforcement vehicles
- Ability to plan, assign, supervise, and evaluate the work of subordinates; recommend and implement improvements
- Ability to maintain effective working relationships with managers, supervisors, members, vendors, and others
- Ability to read and interpret diagrams and sketches
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale
- Ability to enter data accurately and frequently using computer terminal
- Interpersonal skills
- Organizational skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Frequently lift up 25 lbs.
- Occasionally lift up to 100 lbs.
- Continuously bend, reach, and twist
- Frequently squat and kneel
- Occasionally climb