

FLEET SUPERVISOR

1. Nature and Scope of Work

This is skilled supervisory mechanical work in planning, coordinating and directing fleet maintenance and shop operations. An incumbent of this class is responsible for planning, assigning, supervising and participating in the work of skilled subordinates engaged in the maintenance and repair of all types of automotive and heavy duty equipment, and maintains a preventative maintenance and repair programme and assists in the preparation for and purchase of new equipment, including planning and developing long range operating and capital plans. Considerable independent judgement is exercised in scheduling, assigning and supervising work and refers the more complex operational problems and/or policy matters to a superior who reviews work performance in terms of effective trades supervisory services rendered.

2. Illustrative Examples of Work

Directs and coordinates fleet maintenance and shop operations; plans, assigns, schedules and supervises the work of skilled subordinates engaged in performing mechanical overhaul, repair and preventative maintenance on all types of automotive and heavy duty equipment, including commercial transport and emergency response vehicles and emergency equipment; provides training and guidance to subordinate staff to ensure adherence to established standards, specifications and safety procedures.

Prepares and maintains preventative maintenance schedules and equipment repair records including vehicle damage reports and maintenance documentation; evaluates equipment needs and makes recommendations for maintenance and repair; sources options and requisitions material and stock.

Prepares cost estimates, monitors budget expenditures, notifies a superior of potential overruns and provides rationale for overruns as requested; participates in planning and developing long range operating and capital plans; prepares recommendations and reports and discusses same with management.

Coordinates and oversees the inspection of commercial vehicle fleet and compliance processes; ensures fleet maintenance practices adhere to applicable inspection and operational standards.

Assists a superior in developing and applying new and/or improved work methods, practices and techniques.

Oversees fleet and equipment disposal processes through auctions, sales, or trade-ins to maximize asset value.

Performs related work as required.

3. Required Knowledge, Abilities and Skills

Thorough knowledge of the standard practices, materials, tools and equipment used in the maintenance and repair of automotive, heavy duty and miscellaneous mobile and stationary equipment.

Thorough knowledge of the principles of repair, overhaul and maintenance of both gasoline and diesel powered engines.

Thorough knowledge of hazards and safety precautions related to the trade.

Thorough knowledge of Commercial Vehicle Safety and Enforcement processes, inspection requirements, and related compliance practices applicable to municipal fleet operations.

Thorough knowledge of preventative maintenance principles and practices related to the operation of a preventive maintenance facility.

Considerable knowledge of maintenance practices, standards, and repair considerations for Fire apparatus and emergency response vehicles.

Sound knowledge of fleet specification development and review processes for new vehicle and equipment builds.

Ability to schedule, assign, supervise and participate in the work of other skilled tradespeople performing tasks related to the work.

Ability to understand and effectively carry out general oral and written assignments with a minimum amount of supervision.

Ability to keep and maintain vehicle and equipment maintenance records and the ability to make reports and recommendations related to the preventative maintenance and repair of vehicles and equipment.

Ability to communicate tactfully when dealing with the public, contractors, colleagues and all others.

Ability to respond calmly during stressful situations and prioritize between competing tasks.

Sufficient physical strength, stamina and coordination to effectively perform work both indoors and outdoors under all weather conditions.

4. Desirable Training and Experience

Completion of Grade 12 supplemented by completion of a recognized apprenticeship in the trade program, preferably with Emergency Vehicle Technician (EVT) Certification, plus considerable related experience in the mechanical trade in a supervisory capacity; or an equivalent combination of training and experience.

5. Required Licences, Certificates and Registrations

B.C. Certificate of Qualification (Heavy Duty Equipment Technician, Commercial Transport Mechanic).

Motor Vehicle Inspectors Certificate with Air Endorsement.

Unrestricted Class 3 Driver's Licence with Air Brake Endorsement.