

CITY OF HARRISONBURG
invites applications for the position of:
Fleet Maintenance Supervisor

An Equal Opportunity Employer

SALARY:

| <u>Hourly</u> | <u>Biweekly</u> | <u>Monthly</u> | <u>Annually</u> |
|-------------------|-------------------------|-------------------------|---------------------------|
| \$23.06 - \$26.52 | \$1,844.80 - \$2,121.60 | \$3,997.07 - \$4,596.80 | \$47,964.80 - \$55,161.60 |

OPENING DATE: 07/14/21

CLOSING DATE: Continuous

DESCRIPTION:



Are you searching for a leadership role that allows you the opportunity to make a difference in the community through the use of your transportation/fleet management knowledge, skills, and abilities? If so, apply to the City of Harrisonburg Department of Public Transportation's Fleet Maintenance Supervisor position!

The Fleet Maintenance Supervisor is an exempt, full-time position with benefits and a preferred hiring range of \$23.06 - \$26.52 per hour (equivalent to \$47,964 - \$55,161 annually). An exact salary will be determined based upon the selected applicant's qualifications. The ideal candidate for this position will perform a variety of duties while supervising the daily operations of the City's Central Garage.

As the Fleet Maintenance Supervisor, you will:

- Supervise the daily operations of the City's Central Garage, including the repair, maintenance and service of City vehicles and associated equipment;
- Establish schedules and methods for providing fleet maintenance services;
- Prioritize tasks, assign work and ensure proper and adequate equipment, supplies and staff are available to complete work in a timely manner;
- Monitor status of repair work on vehicles and equipment to ensure efficient completion time;
- Inspect work performed by technicians to ensure proper work standards are maintained;
- Perform regular garage safety inspections, ensuring compliance with occupational safety, health and environmental laws, regulations and department/division policies and procedures;
- Manage the purchase of and use of fuel for all fuel sites, using appropriate procurement procedures;
- Participate in the development of and implementation of goals, objectives, policies and procedures, including making recommendations for changes and improvements;
- Assist directors and fleet managers with a variety of tasks, including providing cost estimates for repairs, installations and maintenance for bids for procurement, insurance claims, tools/equipment and more;

- Prepares and maintains a variety of correspondence, records and reports in order to provide accurate and current documentation of all shop activities, operations and programs;
- Maintain Virginia State Inspection records and materials and order related materials, as needed;
- Assists with the preparation of specifications for vehicle and equipment purchases;
- Provide technical assistance to mechanics and training to equipment operators;
- Investigate and resolve customer complaints, problems and concerns associated with garage services and activities;
- Supervise, train and evaluate the work of technicians, administrative and maintenance employees;
- Assist in the recruitment, hiring, training and performance evaluation of employees;
- Assist with snow and ice removal.

Physical Requirements: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.

Minimum Requirements:

- High school diploma or GED with extensive (6 years or more) related experience including supervisory and fleet maintenance. Associate/Technical degree with coursework in related field, preferred.
- Valid driver's license, required.

Special Requirements:

- Current possession of or ability to acquire an appropriate commercial driver's license (CDL) valid in the Commonwealth of Virginia with passenger and school bus endorsements. Commercial Learner's Permit (CLP) required within 30 days of hire and CDL required within three months of hire date; and
- Commonwealth of VA Inspection License preferred or ability to obtain the license within a reasonable period of time (as defined by the appropriate agency).

The ideal candidate for this position will have:

- Considerable knowledge of:
 - The principles and practices of fleet maintenance;
 - Methods, practices, materials and tools utilized in the maintenance and repair of a significant variety of fleet vehicles and associated equipment.
- Thorough knowledge of:
 - Applicable codes and pertinent inspection/safety requirements;
 - Appropriate computer software programs, diagnostic tools and equipment.
- Skill in the use of hand and power tools of the trade;
- Appropriate keyboarding skills;
- Ability to:
 - Recognize and diagnose problems;

- Create time and materials estimates;
- Operate a computer and use appropriate and related software programs;
- Maintain records;
- Follow oral and written instructions;
- Plan and supervise the work of others;
- Establish and maintain effective working relationships with employees, associates, vendors, and the general public.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV driving record review;
- Federal Motor Carrier Safety Administration (FMCSA) drug screen;
- FMCSA Clearinghouse query;
- Virginia Department of Education School Bus Driver physical; and
- Criminal background check.

To Apply: In order to be considered, all candidates must submit a complete a City of Harrisonburg online employment application, to include previous work experience and education history. **The first review of applications is expected to begin by July 23, 2021.** This position may close at any time after 10 calendar days. (posted 07/14/2021)

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5813 - (July 2021)
FLEET MAINTENANCE SUPERVISOR
CM

OUR OFFICE IS LOCATED AT:
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