



PUBLIC UTILITY DISTRICT NO. 1 OF
GRAYS HARBOR COUNTY, WASHINGTON
Job Description

POSITION TITLE:	Fleet Supervisor		
PURPOSE OF POSITION:	Supervise and coordinate all aspects of the District's fleet maintenance activities.		
REPORTS TO:	Operations Director		
DEPARTMENT:	Fleet Maintenance		
SUPERVISES:	Fleet Maintenance personnel		
SALARY LEVEL:	6	FLSA:	Exempt
UNION AFFILIATION:	None		

DUTIES AND RESPONSIBILITIES

Fleet Management and Supervision

- Manage the District's Fleet Maintenance personnel and operations.
- Motivate, encourage, and support employee professional growth and development, including identifying and providing training. Provide necessary on-boarding to new employees.
- Manage and evaluate the performance of Fleet personnel.
- Develop, implement, and administer Fleet Maintenance policies, procedures, and standards.
- Develop, implement, and administer an asset management and maintenance plan for District fleet assets and equipment.
- Assure that District, State, and Federal safety rules and regulations are adhered to.
- Ensure safe, efficient, and cost-effective use of District resources, equipment, and materials.
- Assure knowledge of and compliance with District policies and procedures.
- Assist in the preparation of the Fleet department budgets.
- Recommend future projects/purchases, prepare cost-benefit analysis, and oversee all Fleet capital projects.
- Evaluate and implement fleet hardware/software packages and coordinate fleet record keeping activities.
- Review and approve payroll documentation and maintain accurate time and material records.
- Perform other related duties as assigned.

Vehicle Maintenance and Acquisition

- Evaluate and prioritize District transportation and equipment needs, maintenance and repair requests, and make appropriate recommendations; prepare necessary reports.
- Provide information to the Operations Director regarding fleet status and changing equipment requirements.
- Develop vehicle purchase specifications.
- Evaluate bids for vehicle acquisitions for conformance based on such factors as performance, costs of operation and maintenance, operational safety, replacement cost, commercial comparisons, and compliance with environmental laws and regulations to ensure lowest, best bid is awarded, according to bid specifications.
- Prepare estimations of vehicle costs.
- Assure that all specifications are met prior to and after delivery.
- Evaluate potential equipment to assure it conforms to District needs.
- Assure that scheduled preventative maintenance of all utility vehicles is conducted regularly, including safety inspection and repair services.
- Identify surplus equipment.

QUALIFICATIONS

Knowledge, Skills, and Abilities (KSAs)

- Thorough knowledge of engineering principles related to the design and operation of specialized electric utility and automotive equipment.
- Thorough knowledge of gas, diesel, drive trains, suspensions, brakes, hydraulic systems, maintenance, and repair practices.
- Thorough knowledge of types and capabilities of equipment used in the electric utility industry.
- Ability to organize, plan, present, and direct a wide variety of fleet related projects and assignments.
- Ability to effectively supervise personnel, equipment, and supplies.
- Ability to analyze and solve problems using independent and discretionary judgment.
- Ability to learn and ensure compliance with District programs, policies, and procedures.
- Ability to communicate effectively with all levels in the organization, contractors, and District customers, and appropriately handle confidential information.

Education and Experience

- Eight (8) years of broad automotive experience, three (3) of which are in a lead or supervisory capacity.

Preferred Qualifications

- Associate's degree (A.A.) or equivalent from a two-year college or technical school.
- Automotive Journeyman Certification.
- Certified Automotive Fleet Specialist (CAFS) or Certified Automotive Fleet Manager (CAFM).

Other Requirements

- Valid Washington State Driver's License and a Commercial Driver's License, Class A.
- Must qualify for the District's automobile liability insurance.
- Ability to obtain a First Aid/CPR Card.

WORKING CONDITIONS

- Duties are performed in an office environment and field locations, during daylight hours and at night, including hours outside normal business hours.
- Field locations expose the individual to varying weather conditions, including temperature extremes, various types of terrain, and energized equipment.
- Individual may be exposed to conditions and hazards from obstacles, heights, and open trenches associated with construction sites.
- Work may be performed in proximity to electrical high voltage lines and equipment.

PHYSICAL ACTIVITIES

- Hand-eye coordination is necessary to operate personal computers, various office equipment, and motor vehicles.
- Operation of a motor vehicle occurs on various road conditions, including hazardous situations due to weather conditions.
- Individual must be able to traverse all types of terrain, climbing over limbs and debris.
- Individual may lift boxes and other materials associated with office work, not to exceed fifteen (15) pounds (non-essential).

- Adequate vision is required to operate a motor vehicle, read small print and data on a computer screen.
- Sufficient hearing and verbal skills are required to interact with individuals, such as, other employees, contractors, and vendors.
- Individual frequently uses a cellular phone and two-way radio.

Review and Approval of Job Description			
By signing below, I agree the job duties described above accurately reflect the work performed by this position.			
Supervisor/Department Head	(Signature)	Date	
General Manager	(Signature)	Date	
			Received by Human Resources (Initial and Date)