



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Fleet Operations Superintendent</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Manager, Road Maintenance Operations</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Public Works-Maintenance Operations</u>	<b>JOB CODE:</b> 204	

### **DEFINITIONS:**

With limited supervision, plans and manages the repair and preventative maintenance of County vehicles and equipment, maintains appropriate level of spare parts inventory and procures materials needed for repairs, evaluates and recommends replacements for vehicles and equipment, and participates in administration of County's safety policies.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Supervises employees in Maintenance Operations; evaluates status of equipment and facilities; schedules preventative maintenance and repairs of equipment and facilities; schedules replacement of vehicles and equipment using life-cycle analysis; advises and assists subordinates.

Performs skilled, technical, semi-skilled and administrative duties; develops shop procedures and budget data for maintenance and repairs; prepares maintenance and repair reports and other specialized records; maintains computerized records and files.

Provides vehicle and equipment field repair assistance; performs technical tests, service and repair to vehicles and equipment; conducts physical inventory of supplies and equipment using quality control procedures; assists in diagnostic repair to vehicles and equipment; operates a variety of diagnostic equipment and tools.

Maintains specialized computer equipment and software to fleet/fuel systems; acts as purchasing agent for central storage of supplies and equipment; writes specifications; researches, analyzes, evaluates, and writes bid specifications for new acquisitions.

Establishes preventative maintenance and repair policies and procedures and programs; conducts preventative maintenance and repair training; plans and evaluates maintenance and repair schedules and replacements.

**KNOWLEDGE AND SKILLS:**

1. Considerable knowledge of County equipment, preventive servicing and repair techniques and service repair manuals.
2. Considerable knowledge of diagnostic equipment and repair and maintenance techniques.
3. Considerable knowledge of County safety procedures for repair and maintenance of equipment.
4. Considerable knowledge of County policies and procedures, and state and federal law regarding equipment use, equipment repair and drug/alcohol testing.
5. Considerable knowledge of County purchasing policies and procedures, as well as specification writing techniques and applications.
6. Good knowledge of equipment diagnostic equipment and testing procedures.
7. Skill in reading and interpreting diagrams and schematics, and descriptions in service manuals and equipment specifications.
8. Skill in use of electronic, hand and power tools for equipment maintenance.
9. Skill in the development and implementation of safety policies, specialized training in gasoline and diesel technology, mechanics, and project management.
10. Skill in the use of standard and custom computer and software applications.

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree in Business Administration, Engineering Technology or a related field; certification as a Safety Manager and or a Purchasing Agent; four years mechanical maintenance experience.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)