Position Title: Fleet Supervisor
Dept./Division: Maintenance/Administration
Reports to: Director of Maintenance
FLSA Status: Non-Exempt

Job Summary:
The Fleet Supervisor is responsible for assuring that the daily cleaning, servicing, and parking of all TANK fleet vehicles is performed at a standard that will promote TANK as a clean and reliable choice of transportation. Fosters a team environment; assists in the development of time standards and new processes to enhance the reliability and appearance of the fleet. Must obtain a Commercial Driver’s License, Class B.

Education/Experience Requirements:

- High school diploma or equivalent.
- Minimum one (1) year supervisory/management experience. Supervisory or management of employees in a union environment preferred.
- Minimum one (1) year transit experience preferred.
- Initiative and independent judgement.
- Ability to build a collaborative and team environment.
- Ability to coach and mentor
- Ability to develop work standards, SOPs (Standard Operating Procedures), preventative measures to minimize process failures, and implement effective countermeasures when failures do occur.
- Ability to manage dynamic or real time situations that affect passengers, operators or the performance of the fleet.
- Strong problem solving and conflict management skills.
- Knowledge of management principles and practices, including optimum use of human and material resources.
- Ability to effectively interact with staff, department heads, the public, and contract services providers.
- Ability to communicate effectively, both orally and in writing.
- Ability to read and interpret documents such as: safety rules, operational, instructional and procedural documents.
- Ability to keep clear and accurate records and reports.
- Ability to perform basic math.
- Ability to work with computers and standard business/office software.
- Desire to continue professional development.
ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensures proper servicing of vehicles including proper fueling, fluid levels, reporting of mechanical defects – including tire problems, reporting of body damage and any other related maintenance issues which could affect the roadworthiness and image of the fleet.
- Responsible for the overall cleanliness and presentation of the fleet to the public. This includes the bus interior, exterior, wheels, tires, windows, driver’s area, seating, floors or any other item that affects TANK’s image.
- Fosters good Labor and Management relations and consistent application of the collective bargaining agreement, Employee Handbook and TANK policies and procedures.
- Schedules work, assigns responsibilities, and provides daily oversight of fleet service operations.
- Recommends and implements measures to improve worker motivation, equipment performance, work methods, and customer services.
- Enforces safety and security regulations and compliance to TANK's policies and procedures.
- Inspects or tests materials, stock, vehicles, equipment, and facilities to ensure that they are safe, free of defects and meet specifications.
- Adheres to proper preventative maintenance schedules and practices of all vehicles and other equipment.
- Determines schedules (including overtime as necessary), sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.
- Monitors employees' work levels and work performance.
- Provides instructions for troubleshooting and repairs and when necessary to assist employees to correct job-skill deficiencies.
- Orders, purchases, and tracks materials and supplies, such as tools, equipment, and replacement parts.
- Inputs and updates Fleetnet (work management program) data.
- Assists in finding replacement parts in inventory and inspects for acceptability.
- Models, facilitates and encourages exemplary internal and external customer service, open communication, collaboration, participation and professional development among staff.
- When necessary, compiles operational and personnel records, such as time and production records, legally required records and logs, inventory data, repair and maintenance statistics, and test results.
- Additional duties as assigned.

PHYSICAL DEMANDS:

- Standing and walking for long periods of time on concrete surfaces
- Sitting in a normal seated position for extended periods of time.
- Climbing stairs and inclines repeatedly.
- Bending, stooping, pulling, or pushing on a regular basis.
Lift and carry objects up to 50 pounds.
Correctible ability to see and hear in a normal range.
Finger dexterity required to manipulate objects.
Reaching and extending hands and arms in all directions.
Exposure to the outdoor climates and weather.

LICENSE REQUIRED:

CDL with Class B

SUPERVISORY RESPONSIBILITIES:

Directly supervises Maintenance Service Center employees.
May supervise Maintenance Technical Service Technicians.

INTERNAL & EXTERNAL CONTACTS: TYPE:

Internal Staff Various

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. An incumbent may be asked to perform other duties as required.

5/9/2018