

MANISTEE COUNTY ROAD COMMISSION

JOB DESCRIPTION

TITLE: Fleet & Facilities Supervisor

POSITION SUMMARY:

Under the general supervision of the Manager, this position is responsible for maintaining equipment, building and yard areas. Supervising and directing the mechanics and additional personnel as assigned. Knowledge of and ability to specify equipment for bid documents. Responsible for parts and fuel inventory and is proficient with inventory, work order, purchase order software.

EXAMPLES OF DUTIES AND REQUIREMENTS:

Plans, directs, and supervises the activities and operations of assigned staff, including contractors

Works closely with the Supervisor and Assistant Supervisor to assure proper equipment is available for use by field crews

Represents the Road Commission with suppliers, contractors and various related groups

Inspects buildings, equipment, utility systems and facilities to determine needed repairs and maintenance and ensure they are kept in a state of good repair

Consults with management, staff and outside contractors to coordinate, procure, prioritize, and schedule work

Oversees contractor's work, ensures contractor compliance with terms and conditions of agreements

Analyzes, investigates, and responds to issues and concerns

Develop and implement routine maintenance schedules for equipment, facilities, and systems

Develops and prepares work schedules, generates work orders, reviews maintenance reports to determine materials, labor and time requirements; prioritizes and coordinates duties and assignments to ensure effective workflow, and signs off on completed work orders

Prepares and maintains equipment and fuel records, logs, and reports related to activities, inventory, SDS documentation, work requests, accident and safety issues

Prepares bid including developing specifications and budget estimates and makes recommendations

Track purchase orders for parts inventory and code invoices for payment

Manages multiple projects/deliverables with short, targeted completion dates

Establishes and monitors work policies, procedures and standards; trains assigned staff; accordingly, executes corrective disciplinary actions as required

Be On-call for one (1) to two (2) weekends per month and occasional holidays

Operates a variety of office equipment, including computers and associated software with significant understanding of Microsoft Office Products

Other duties as assigned.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS:

Prefer Michigan Master Heavy Duty Mechanic Certification or equivalent

Clean driving record, current Class B CDL, with airbrakes, with no restrictions, and the ability to acquire Class A with airbrakes within specified time frame, Medical Card

Must have or be able to train staff on class C certification for Underground Storage Tank

Able to lift 80 lbs.

Ability to pass a drug test

Ability to work independently and lead staff

Ability to multi-task, comprehend and follow directions in an organized manner

DESIRABLE QUALIFICATIONS:

High school education, GED, or equivalent educational preparation. Ability to deal with public courteously and effectively, ability to work satisfactorily with, and supervise, other employees, ability to maintain adequate files and documentation as required, ability to work extended hours.

SPECIAL REQUIREMENTS

Must have and maintain a valid Michigan Drivers License as required by law.

Must also have and maintain a Commercial Drivers License (CDL) with endorsements A and N and air brakes as required by law (or have the ability to have the endorsements within 119 calendar days of hire date or award date for current employees).

NOTE:

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

APPROVED –