



Superstition Fire & Medical District

Job Description

Job Title:	Fleet Supervisor	Department:	Administration
Salary Range:	[44] 62,046.96 - \$83,148.86	FLSA Class:	Exempt

Position Summary:

Under general direction of the Assistant Fire Chief–Operations, assumes primary responsibility for the supervision and management of the District's apparatus, automobiles, and equipment as related to their initial set up, preventive maintenance, and repair. Duties include formulating and administering industry standard policies, procedures and practices that protects the District's investment in the Fleet, equipment and personnel.

The Fleet Supervisor is expected to exercise considerable judgment and discretion in managing difficult and unusual work problems, as well as train, coach and evaluate the work of assigned subordinates, including taking effective personnel action per SFMD Personnel Policies

Principle Duties and Responsibilities:

Essential Functions

- Schedule and coordinate the daily shop functions and testing for apparatus and vehicles, opening and closing all maintenance work orders. Handle warranty claims on fire apparatus and vehicles.
- Order specialty tools needed for shop personnel; fabricate and create props for special projects and training purposes.
- Establish and maintain schedules for shop personnel.
- Train and evaluate the fire mechanic staff on equipment maintenance and repair, and testing and approving vehicles to return to service.
- Manage the computerized inventory and maintenance tracking system, analyze vehicles and equipment for replacement; prepare equipment and apparatus specifications.
- Work with the Planning and Research Analyst in the preparation, evaluation, and award of bid packets.

- Conduct regular inspections of fire department apparatus and vehicles, and manage the vehicle replacement program.
- Plan, organize, supervise, and evaluate all vehicle and equipment repair and maintenance tasks performed by mechanic staff and outside vendors and suppliers.
- Plan, direct, and evaluate the District's preventive maintenance program, including emission testing, oil analysis, annual inspections, and other specialized programs, as well as conducting safety meetings.
- Assure that *all* records, documents, files, policies and data are secure and comply with fleet records retention regulations and SFMD policies.
- Attend meetings, conferences and seminars. Obtain and incorporate into District programs "Best Practices" from other fire service, government and private industry organizations.
- Participate in the overall budget development process and administer the annual Shop/Fleet budget.
Maintain high standards of confidentiality regarding employee information.
- Participate in professional development sessions or seminars. Work on special projects as assigned.

Knowledge, Skills and Abilities

- Knowledge of SFMD policies and procedures.
- Knowledge of statutory duties of the District, including records retention, preservation, and recording.
- Knowledge of SFMD operations, organizations, procedures and policies.
- Knowledge of computers and other office machines and customary office software.
- Knowledge of budget and financial control procedures.
- Knowledge of principles of effective communication, including public speaking, and report writing.
- Knowledge of basic supervision.
- Knowledge of the methods, materials, tools, and standard practices for automotive and light truck repair and of the heavy duty mechanic's trade.
- Knowledge of the principles of internal combustion and diesel engine operation.
- Knowledge of the state requirements associated with gas and diesel engine vehicle emissions testing.
- Knowledge of modern procedures and methods of automotive maintenance and repair.
- Knowledge of the procedures and methods of maintaining and repairing fire trucks and pumps.
- Knowledge of automotive and other firefighting equipment and apparatus.
- Knowledge of the hazards and safety precautions during vehicle repair and maintenance.
- Knowledge of the methods of basic fabrication.
- Knowledge of electronic control systems (i.e., engine, transmissions, Anti-lock Brake System (ABS)), electrical systems and kindred equipment.
- Knowledge of water hydraulics (i.e., water pumps, valves, governor and relief valve systems).
- Knowledge of troubleshooting and repair of CNG systems.

- Knowledge of principles of small fire pump troubleshooting and repair (500gpm - 750gpm).
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in closely following written and verbal instructions.
- Skill in communicating effectively verbally and in writing.
- Skill in using office processing systems and other office machines.
- Skill in meeting deadlines handling diverse schedules and prioritizing work.
- Skill in analyzing and evaluating administrative needs, identifying problems, and developing feasible solutions.
- Skill in providing effective customer service.
- Skill in maintaining confidentiality and handling discrete and sensitive issues.
- Skill in operating and maintaining a variety of office equipment.
- Skill in computer operations and software such as word processing, spreadsheets, graphics, etc.
- Skill in the use of an emission analyzer in performing vehicle emissions testing on gas and diesel engines.
- Skill in setting hydraulic pressures to manufacturer specifications.
- Skill in the use and care of tools and equipment associated with the servicing of vehicles and motorized equipment.
- Skill in the installation and repair of automotive and light truck air conditioning systems.
- Skill in service and repair of air brakes and air systems.
- Skill in mig, tig, gas, and arc welding for auto electrical systems and equipment.
- Ability to multi-task and prioritize projects.
- Strong organizational skills and detail oriented.
- Ability to perform specialized journey-level mechanical maintenance and repair work on all fire equipment, complex firefighting apparatus, and related equipment.
- Ability to prepare and maintain accurate work records of maintenance work.
- Ability to handle all physical requirements of the class.
- Ability to meet scheduling and attendance requirements.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other Fire District personnel.
- Ability to diagnose and repair operational problems on automotive equipment.
- Ability to perform preventative maintenance tasks on a variety of vehicles and motorized equipment.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to read and interpret service manuals, schematics, charts, etc.
- Ability to complete basic fabrication tasks.
- Ability to diagnose and repair electronic control systems, CNG systems, and small fire pumps.
- Ability to perform basic body and paint repair.
- Ability to meet scheduling and attendance requirements.
- Ability to perform all physical requirements of the class.

Minimum Required Qualifications

- High School diploma or GED equivalency
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Preferred Qualifications

- Associates or Bachelor's Degree from an accredited college or university in fire science, Diesel and Heavy Equipment Technology, Business or related field
- Combination of training, education, and experience equivalent to a minimum of seven (7) years of journey-level mechanic experience.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.

Salary and Benefits:

The District offers an excellent benefit package that includes:

- Paid Vacation and Illness Leave
- Uniform Allowance
- Tuition Reimbursement
- Retirement benefits through Arizona State Retirement System
- Group Insurance benefits available to choose from include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Basic Life/AD&D Insurance – paid by District
 - Supplemental Life/AD&D Insurance
 - Long Term Disability
 - Supplemental Insurance
- 457(B) Deferred Compensation Plan and Roth IRA
- Employee Assistance Program – paid by District

SFMD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.