

Code: 1224

Title: FLEET SERVICES SUPPORT SUPERVISOR

SUMMARY: Supervises and participates in the operation of the Service Writer and Parts Divisions of the Fleet Services Department. This is distinguished from the Fleet Services Support Specialist-Senior classification by its supervision of assigned staff and administrative duties and responsibilities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises, trains and evaluates assigned staff, makes effective recommendations on hiring, termination and related personnel activities;  
Plans, organizes and supervises the operations of inventory control including the purchase, receipt, storage, issuance and delivery of automotive, medium/heavy truck and heavy equipment parts and supplies;  
Maintains inventory records and coordinates inventory accounting and reporting practices with other divisions within the department;  
Monitors and evaluates inventory levels on a continuous basis to make informed decisions on system reorder points ensuring appropriate inventory turnover;  
Reviews and comprehends Master Agreements to ensure vendor compliancy to Pima County and Fleet Services contractual requirements and participates in development of Master Agreements as required;  
Creates and/or maintains specialist databases including inputting and retrieving data used to generate complex reports for senior management;  
Supervises, coordinates and participates in creating/approving work orders for the maintenance and repair of County vehicles;  
Performs quality control inspections on repair work performed by Fleet Services technicians, contractors and vendors;  
Supervises and assists with the vehicle accident process, including coordination with vendors, customers and Risk Management;  
Supervises and participates with receiving and issuing of new vehicles and disposition of vehicles that have met their useful life;  
Supervise and assist with motor pool and mobile fueling functions.

KNOWLEDGE & SKILLS:

Knowledge of:

- automotive, medium/heavy and heavy equipment parts and supplies;
- automated inventory control systems;
- requisition and purchasing procedures;
- principles and practices of inventory control;
- principles and practices of contractual agreements;
- service writer functions;
- hazards and safety practices associated with working in storekeeping and maintenance environments;
- County personnel polices/procedures and the principles, practices and techniques of Supervising staff;
- business English, spelling, grammar, punctuation, and composition.

Skill in:

- performing basic repair and maintenance duties;
- use of automated information systems to maintain data and produce reports;
- use of MS Office applications such as Word, Excel, Power Point, SharePoint;

- making mathematical calculations;
- inspecting materials for compliance with specifications;
- planning, assigning and evaluating the work of staff;
- supervision of diverse staff;
- establishing and maintaining effective working relationships with other departments, contractors and vendors;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:                      EITHER

(1) Six years of experience in any combination of the following:

Ordering, receiving and issuing automotive parts and supplies in a commercial, industrial or automotive repair facility environment. Working in a service writer environment which includes; creating repair and maintenance work orders; quality control of completed work; performing minor repair and maintenance on vehicles; direct customer interface. Working in a fuel management environment and two years of lead or supervisory responsibility. (Note: lead or supervisory experience may be obtained concurrently with, or ancillary to the generalized experience identified above.)

OR

(2) Four years of work experience with Pima County as a Fleet Services Support Specialist-Senior or Trades Maintenance Technician.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. All positions must obtain and maintain certification by the National Institute for Automotive Service Excellence (ASE) in the following ASE tests G1, C1, P1, P2. Failure to obtain/maintain the required certification/licensures shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.