

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FLEET SUPERVISOR

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| JOB CODE: 30130 | PAY GRADE: 18 | PAY RANGE: \$53,621 - \$85,795 |
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GENERAL DESCRIPTION

Under the general direction of the Assistant Fleet Manager, this position performs specialized supervisory work encompassing a large fleet. Members provide supervisory oversight and direction for the day to day activities of fleet operations. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensures subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- Ensures all safety and environmental regulations are observed and enforced
- Supervises all sublet work ensuring accuracy of the repairs and appropriateness of charges incurred
- Coordinates and assigns all scheduled and non-scheduled maintenance activities
- Provides supervisory oversight of all parts requests ensuring the correct parts are requested in a timely manner and without redundancy of orders
- Reviews all work orders for accuracy and completeness and approves all work orders prior to their submission to support staff
- Assists the Parts staff in determining the proper product and inventory quantities to be included as stock inventory
- Ensures accurate reporting of time for all direct reports, addressing any discrepancies and ensuring established production standards are met
- Performs cost/benefit analysis of required and completed repairs and determines, prioritizes, and assigns workload based on criticality assignment
- Estimates repair requirements and implements action plans based on nature and criticality of assignment or projects

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- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed
- This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

QUALIFICATIONS

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U.S. Department of Education (DOE) or licensed as a degree granting institution by the Commission for Independent Education
- Five (5) years' fleet related experience
- Vocational training in a fleet related field preferred
- Proficient in the use of a computer; must possess the functional literacy to effectively and efficiently utilize the common programs used in the Fleet Environment, to include but not limited to, Outlook, Word and Excel
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operating and repair characteristics of all automotive equipment in general use by the Sheriff's Office
- Knowledge of automotive air conditioning principles and how they apply; ability to accurately diagnose and repair A/C systems required
- Ability to use and train others in the use of tools, machines, test instruments, and repair manuals used in the maintenance of law enforcement vehicles
- Ability to plan, assign, supervise, and evaluate the work of subordinates; recommend and implement improvements
- Ability to maintain effective working relationships with managers, supervisors, members, vendors, and others
- Ability to read and interpret diagrams and sketches
- Ability to plan and supervise the work of others in a manner conducive to full performance and high morale
- Ability to enter data accurately and frequently using computer terminal
- Interpersonal skills
- Organizational skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 1 hour per day
- Walk up to 2 hours per day
- Drive up to 1 hour per day
- Occasionally lift up to 75 lbs.
- Occasionally climb
- Frequently squat and kneel
- Continuously bend, reach and twist