

FLEET LOGISTICS SUPERVISOR

Definition

Under direction, to plan, organize, schedule, and supervise the activities and staff of the Logistics Unit in the Fleet Operations Division.

Distinguishing Characteristics

The Fleet Logistics Supervisor is distinguished from the Fleet Operations Manager in that the Fleet Logistics Supervisor allocates resources to schedule vehicle maintenance repairs, orders and inventories parts and tools, and develops vehicle specifications used in the acquisition of new vehicles, while the Fleet Operations Manager provides second level management of the Fleet Logistics Unit and all repairs and maintenance of County vehicles or vehicles maintained by the County under contract.

Typical Tasks

- Supervises vehicle maintenance scheduling, auto body repair facility, vehicle title and registration process, parts ordering, invoice processing, warranty claims, and development of vehicle and heavy equipment specifications used in vehicle acquisition;
- Supervises inventory control, including, reconciliation of vehicle and equipment parts inventory records to physical stock; approval of adjustments, analysis of inventory trends, return of aged or obsolete inventory and establishment of stocking limits;
- Conducts analysis on projected requirements for parts, lubricants, fuel, tires, etc; prepares and submits recommendations for the Fleet annual budget;
- Monitors and reconciles issuance of purchase orders for parts, small tools and equipment to annual budget;
- Coordinates annual vehicle and equipment procurement process; monitors Original Equipment Manufacturer specifications and lead times;
- Coordinates with County organizations and outside appraisers on repairs;
- Allocates personnel resources, coordinates training and conducts performance evaluations and feedback to personnel within the Logistics unit;
- Develops, implements and evaluates the unit's policies and procedures; assists in creating the department's policies and procedures;
- In coordination with Fleet Maintenance Supervisors, authorizes repair or decommission of vehicles;
- Assists County Departments to analyze vehicle needs, and procure vehicles within existing inventory;
- Disposes of vehicles and equipment removed from service, used parts and recyclable materials; ensures sale assets are ready to be disposed;
- Maintains electronic records of operational activities;
- Prepares reports and correspondence;
- May be assigned as a Disaster Service Worker, as required;
- Performs related duties as required.

Employment Standards

Sufficient education, training and supervisory experience, which demonstrates the ability to perform the above listed tasks and possession of the knowledge and abilities listed below.

Experience Note: The knowledge and abilities to perform this function are normally acquired by training or experience equivalent to graduation from high school.

AND

Five (5) years experience in automotive and equipment servicing, repair and fleet administration. The five (5) years must include at least one (1) year of experience as a supervisor or lead and at least three (3) years of experience in vehicle parts purchasing and inventory control, or working in a vehicle service department writing up and/or processing repair service orders.

Knowledge of

- Principles of organization, fleet maintenance program management, supervision, training and development;
- Policies, procedures and processes related to fleet purchasing, inventory control of items including annual inventory reconciliation, and maintenance and repair operations;
- Pricing trends for mechanical and collision maintenance and repair;
- Vehicle and equipment maintenance shop practices, repair and safety procedures;
- Techniques for organizing and motivating groups;
- Problem solving and conflict resolution techniques;
- General accounting principles and practices;
- Industrial vehicle and equipment specifications;
- Customer service principles;
- Computer applications such as word processing, spreadsheets and/or databases; general principles and applications of fleet management information systems.

Ability to

- Effectively plan, organize, and direct the activities of the Fleet Logistics Unit;
- Effectively select, hire and train, and supervise subordinate staff;
- Coordinate the activities of the inventory storerooms;
- Maintain accurate and complete records;
- Plan and schedule maintenance and repair activities;
- Communicate effectively both orally and in writing; prepare clear and concise correspondence, reports and instructions;
- Establish and maintain effective relationships with County vehicle users, department contacts, external accounts, vendors, and others contacted in the course of work.

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