



Fleet Services Supervisor

Job Description

Department: Public Works
Position: Career Service
Grade: 727
Supervisory: Supervisor
Reports to: Division Manager – Fleet Services

Summary

Under general direction of the Division Manager – Fleet Services, supervises fleet maintenance operations and provides direct leadership for fleet technicians. Ensures the productivity and safety of the fleet maintenance staff in service delivery to customers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel, including scheduling workloads, delegating assignments, providing guidance, and inspecting work for accuracy, quality, and completeness at various stages.
2. Make staffing decisions related to hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Coordinate service based on identified needs, shop workloads, and the schedules of drivers, other departments, and outside agencies; prioritize regular, unanticipated, and emergency service requests.
4. Serve as the primary point of contact for all equipment operators and drivers regarding all maintenance issues.
5. Compile, maintain, and review various reports, records, and appropriate documentation for specified duties and assigned personnel from computer-aided software as requested.
6. Obtain estimates and appraisals for vehicle and equipment repairs; schedule and coordinate outside vehicle and equipment repairs; review and authorize invoices.
7. Ensure shop safety and cleanliness comply with all requirements of the Occupational Safety and Health Administration (OSHA) and other safety standards.
8. Oversee and ensure the application of preventive maintenance for county vehicles and equipment and recommend replacement schedules.
9. Oversee the preparation of vehicles and equipment for auction; assist in the disposal of surplus vehicles and equipment.
10. Plan and direct the construction of various in-house metal fabrication projects.
11. Assist in maintaining vehicle and equipment records through computer-aided software.
12. Assist in the preparation of the division budget including recommendations on budgetary capital and operational expenses.

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DOT: Yes
ML: Supervisor

13. Assist the Division Manager – Fleet Services with compiling specifications for various vehicles and equipment replacements.
14. Respond to emergency situations as assigned.
15. Perform duties of mechanics and other fleet maintenance services personnel to ensure functional operation of the Fleet Services Division as needed.

Knowledge, Skills, and Abilities

- Knowledge of equipment and vehicles including engines, fuel systems, electrical systems, brakes, air conditioning and heating, transmissions and hydraulics
- Knowledge of hazardous chemical handling procedures
- Knowledge of procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles
- Knowledge of occupational hazards related to mechanical repairs
- Knowledge of electrical repair and reading schematics
- Knowledge of on-board automobile computer systems
- Knowledge of related OSHA requirements and other safety standards
- Knowledge of training and supervisory techniques
- Skilled in operating motorized equipment and various hand, pneumatic, and power tools
- Skilled in reading, writing, basic math, and document composition
- Skilled in utilizing diagnostic equipment
- Skilled in the use of cutting torches and welding equipment
- Skilled in word processing and basic computer programs including enterprise asset management software
- Skilled in the care of mechanical systems, electrical systems, testing equipment, and specialized tools relating to mechanical repairs
- Ability to operate a forklift
- Ability to follow verbal and written instructions
- Ability to coordinate multiple tasks efficiently
- Ability to utilize emission test equipment and computer test activities
- Ability to track certification status and maintain records
- Ability to supervise and train others while managing their own workload effectively
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

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Work Environment

This job operates primarily in a professional office environment, but also requires extended periods of outdoor work, occasionally in varying weather conditions, including heat, cold, or inclement weather. Employees are exposed to environmental hazards such as fumes, noxious odors, bodily fluids, dusts, mists, gases, poor ventilation, electrical hazards, as well as potential physical hazards and to possible bodily injury from moving machinery, tools, and equipment. Work may expose the incumbent to hazardous chemicals, unknown, dangerous, and/or life-threatening conditions. This job requires the use of protective devices as mandated by Occupational Safety and Health Administration (OSHA) and other relevant regulatory entities. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee will be required occasionally to work at various heights, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and frequently lift supplies and equipment up to seventy-five (75) pounds and occasionally up to one hundred (100) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand. Incumbent may be expected to be on-call as assigned.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Equivalent to an associate's degree in Automotive and Diesel Mechanics.
2. Six (6) years of formal work experience performing journey-level automotive mechanical activities including two (2) years of lead, supervisory, or training/safety oversight experience.

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3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess and maintain a valid Utah Class A Commercial Driver's License (CDL) with T and X endorsements.
2. Selected applicants will be required to submit to a pre-employment drug screen and must pass a background check.
3. Selected applicants must obtain the following certifications during the probationary period for new hires or trial period for promoted County employees and must maintain certifications during employment:
 - a. Utah State Inspection License
 - b. Utah County Emissions License
 - c. Forklift Certification
4. Selected applicants may be required to obtain Motorcycle Endorsement on their State of Utah Driver's License.
5. Selected applicants will be required to provide basic automotive repair tools as a condition of employment.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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