Position: Supervisor – Fleet/Garage Operations
Reports to: Manager – Fleet Operations
Work Week: 40 hrs./wk.
Location: Allmond Avenue

Recruiter: Michael Simon
Date Open: Wednesday, August 16, 2017
Apply By: Thursday, August 31, 2017
Grade: M08
FLSA Status: Exempt

JOBSUMMARY
Responsible for supervision of union and non-union employees and contractors in the preventive and corrective maintenance of company owned/leased vehicles and equipment. Duties include but are not limited to supervision of: diagnosing vehicle and equipment system discrepancies; operating company vehicles and equipment; ensuring timely performance of preventive and corrective maintenance on assigned units; providing a safe and clean work environment to prevent accidents and health hazards; adhering to prescribed EPA/EPD guidelines; and performing other duties as required.

ESSENTIAL JOB FUNCTIONS
Plan, organize, assign and supervise the work activities of subordinate staff to realize the company's goals and to ensure the consistent application of policies, procedures and work instructions;

Ensure repairs and services are completed as quickly and efficiently as possible to ensure availability of fleet units to meet the operational requirements of customer departments;

Develop a preventive maintenance plan to ensure timely inspection and repair of units to minimize life-cycle costs and maximize fleet availability to customer departments;

Assist management in creation and execution of the Fleet Capital Replacement Program, including creation of specifications for replacement equipment;

Ensure Fleet Management Information System (FMIS) work orders are created with required information for the preventive/corrective maintenance or for warranties to be performed, updated by staff ensuring proper information is recorded and reviewed upon completion of the repair task;

Coordinate, monitor and ensure outsourced repairs are completed in an efficient, economical and proper manner;

Ensure employees have the needed equipment, material and resources to perform their job functions safely and efficiently. Maintain accountability of company-owned tools; Document issue/receipt of tools issued to staff as required;

Approve orders for parts, materials, supplies and equipment for repair and maintenance functions; Maintains accountability of shop supplies ensuring documentation of materials issued to staff for maintenance of fleet units;

Respond to unusual or emergency situations to maintain equipment for emergency events;
Review and compare work performance and/or products of subordinates with established standards to aid in determining employee production levels, training needs and to assist management in determining appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions;

Develop company employees through goals with clearly defined expectations, including measures, achievements and summary documentation in the Taleo performance management software, while also providing regular feedback;

Coach, counsel, schedule and evaluate employees to ensure proper training is received (e.g. safety, skill improvement, standard specifications, etc.) to meet performance expectations. Research training opportunities to ensure mechanics maintain high level of expertise in all related fields and ensure that all ASE certifications are obtained and maintained by mechanics;

Approve time and attendance information for assigned staff in the system for inclusion in payroll records to include: approved work hours, vacation, paid time off (PTO) and other time away from work, and procurement card purchases;

Maintain knowledge of new trends in technology, repair methods and equipment; attends classes, conferences, meetings, seminars and workshops to foster continuing education, and to have knowledge of changes in departmental policies and procedures;

Review and update, and develop appropriate work instructions as needed to improve efficiencies in performing work tasks;

Maintain a comprehensive knowledge of bargaining agreement and all associated policies and procedures between Louisville Water and Local 1683;

Establish and report performance metrics associated with Fleet activities;

Review safety protocols and training to ensure compliance, including safety training for equipment and activities. Inspect facilities and work being performed to ensure safe working conditions. Report safety violations/infractions to the Fleet Manager and Safety as needed;

Review repairs for potential warranty reimbursements, patterns indicating potential issues and document for procedural or specification changes;

Assist in creation and/or update specifications and contracts required for Fleet activities; e.g. engine repair contracts, tire purchase contracts, etc;

Ensure upkeep and maintenance of company owned fuel sites, ancillary equipment and associated contracts to ensure product availability. Review and approve internal and external fleet fuel orders;

Coordinate Fleet surplus disposals and related activities;

Perform other related duties as required.
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<tr>
<th>SUPERVISORY RESPONSIBILITY</th>
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<td>This position manages; union employees and is also responsible for the performance management of employees within the department.</td>
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<th>WORKING CONDITIONS</th>
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<td>Generally works a 40-hour week primarily in office environment, but also includes interaction with mechanics in fleet service garage area. Work performed in office is mostly sedentary using a computer for the majority of hours worked. Field settings may involve hazardous materials and equipment common in a construction environment. Field visits often require extensive standing, stooping and walking on varying surfaces/terrains, at times in adverse weather conditions. This position is subject to scheduled on-call responsibilities on a rotational basis, call-outs during night and other off-duty time and is considered essential during inclement weather/emergency situations. Can be assigned non-standard shift and weekend work.</td>
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<th>MINIMUM QUALIFICATIONS</th>
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<tr>
<td>Associates degree or technical school degree preferably in automotive or related field, and</td>
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<tr>
<td>nine (9) years’ experience in automotive technology, diesel mechanics, diagnosing, repairing and maintaining a medium to large inventory of fleet vehicles and equipment providing preventive and corrective services on a medium sized fleet of automobiles, light/medium/heavy duty trucks and construction equipment. OR</td>
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<tr>
<td>High school diploma or equivalent; and</td>
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<td>eight (8) year technical experience in diagnosing, repairing and maintaining a medium sized fleet of automobiles, light/medium/heavy duty trucks and construction equipment; and</td>
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<td>five (5) years of leadership role in a shop providing preventive and corrective services on a medium sized fleet of automobiles, light/medium/heavy duty trucks and construction equipment; and</td>
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<td>certification by the National Institute for Automotive Service Excellence (A.S.E.) as a Master Automotive Technician or Master Medium/Heavy Truck Technician.</td>
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<td>Valid driver's license; and</td>
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<td>Commercial Driver’s License (CDL) Class “A” within twelve (12) months.</td>
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<th>PREFERRED QUALIFICATIONS</th>
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<td>Bachelor’s degree: technical, mechanical, or related field.</td>
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<td>Experience in developing bid specifications and contract administration.</td>
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<th>KNOWLEDGE, SKILLS &amp; ABILITIES</th>
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<td>Demonstrate strong leadership skills.</td>
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<td>Able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands, with minimal supervision, in an accurate, timely and efficient manner to meet required deadlines.</td>
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Internal/External Job Posting #11241

Proficient in organizational skills, ability to manage tasks and priorities, detail oriented, well developed analytical and problem solving skills.

Knowledge of the techniques and methods used in the repair and maintenance of vehicles and equipment.

Knowledge of correct usage of all maintenance tools and instruments;

Knowledge of general business principles;

Knowledge of the terminology used within the organization.

Able to use independent judgment to make timely and effective decisions in routine and non-routine situations.

Able to plan, organize and prioritize daily assignments and work activities.

Able to comprehend and apply departmental policies, procedures and work instructions.

Knowledge of the basic theory, operation, and maintenance of internal combustion engines, transmissions, and other systems

Knowledge of occupational hazards and preventive safety measures

Able to set up, operate, analyze data and diagnose from both manual and automated diagnostic equipment.

Able to diagnose discrepancies and determine appropriate maintenance and repair work, using manufacturer shop manuals, schematics, wiring diagrams and other electronic resources (CDROM, DVD, Internet, etc.).

Able to accurately complete work orders and parts requests using the FMIS and/or required forms.

Able to communicate effectively, verbally and in writing, in a courteous and professional manner with external as well as internal customers at all levels of the organization; excellent customer service skills.

Able to manage multiple projects simultaneously; analyze and collect data, provide professional reports, and to make data-based decisions and process improvements.

Able to manage and operate an effective preventive and corrective fleet maintenance program;

Able to operate a PC and associated Windows environment software (Microsoft Word and Excel) and Fleet Management Information Systems.

Able to work both independently as well as in a team environment.

Goal oriented and accepting of personal responsibility.
MINIMUM SALARY: $57,018

Internal applicants - to apply for this position; please review the posted job description and the minimum requirements. Complete an Internal Application and submit it, along with a copy of your resume, to Human Resources/Labor Relations.

All position will remain open until a candidate is selected, which means you can submit your application after the date listed above; however, we would like internal applicants to apply by the due date in order to make first round interviews, if qualified.

NOTE: If you choose to send your application and resume via interoffice mail, you must also send copies by email to the designated recruiter to ensure your application is received by the deadline.

External applicants – Individuals interested in employment with Louisville Water Company are required to apply and submit their resume online through our website at www.louisvillewater.com to be considered.

Louisville Water Company is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status, and will not be discriminated against on the basis of disability.