

TOHONO O'ODHAM UTILITY AUTHORITY

Position Description Fleet Maintenance Supervisor

Department: Electric
Reports To: Operations Manager
FLSA Status: Exempt
Salary Level: 9
Prepared By: Tohono O'odham Utility Authority
Approved By: Mike Bethurem, General Manager
Approved Date: 06/26/2019

SUMMARY

Supervises vehicle maintenance personnel; is responsible for vehicle shop facilities and equipment within, assures conformity with established standards. Develops and promotes the required adherence to all established safety rules, regulations, and practices; Uses opportunities to develop employee training, understanding and acceptance of the Fleet Maintenance activities as they pertain to industry standards. Engages in servicing and maintaining utility fleet including derricks, bucket trucks, trenchers, backhoes, bulldozers and other utility equipment/tools used by TOUA.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Purchases automotive and equipment parts and supplies and inventory items.
- Requisition parts and supplies.
- Examines defective machinery to determine cause of malfunction and reports need for machine repairs.
- Inspects work in progress.
- Studies repair schedules and estimates worker hour requirements for completion of job assignment.
- Keeps informed of new and advances in technology by attending workshops and/or classes offered by vendors and technical schools.
- Coordinates repair of vehicles sent to others for repair.
- Interprets company policies to workers and enforces safety regulations.
- Establishes or adjusts work procedures to meet operations schedules.
- Recommends measures to improve repair methods, equipment performance, and quality of product.
- Suggest changes in working conditions and use of equipment to increase efficiency of shop, department, or work crew.
- Analyzes and resolves work problems or assists workers in solving work problems.
- Initiates or suggests plans to motivate workers to achieve work goals.
- Maintains time and production records.
- Performs activities of workers supervised.

SUPERVISORY RESPONSIBILITIES

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- Supervises assigned staff in the maintenance and repair of TOUA vehicle fleet and equipment.
- Is responsible for the overall direction, coordination, and evaluation of this unit.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; performance appraisals; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Required personal characteristics includes: a team player, high integrity, good personal habits, regular work attendance, courteous and friendly, able to work well with diverse groups of people, and ability to gain and maintain the respect of others.

EDUCATION and/or EXPERIENCE

- Associate's degree (A.A.) or equivalent from two-year college or technical school; and
- two years of related experience with one year of supervising experience;
- or
- High school diploma or general education degree (GED); and
- five years related experience and/or training which include two years of supervising experience;
- or
- equivalent combination of education and experience.

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Prefer ability to converse in the Tohono O'odham language.

MATHEMATICAL SKILLS

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

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REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Requires a valid Arizona Commercial Driver's License.
- Automotive Service Excellence (ASE) certification or equivalent.
- First Aid and CPR

OTHER SKILLS and/or ABILITIES:

- Ability to operate specific equipment or tools.
- Ability to work with specific computer software.

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.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration.
- The noise level in the work environment is usually moderate to very loud.