



Fleet Supervisor

Job Code: LLA - 112
Revision Date: Dec 21, 2018

Salary Range:
\$16.71 - \$27.34 Hourly
\$1,336.80 - \$2,187.20 Biweekly
\$34,763.00 - \$56,869.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to supervise the fleet operations staff and manage the daily operations.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs detailed mechanical inspections and conduct in-house repairs of fleet vehicles, equipment and respond to road side requests.
- Works directly with fleet staff providing instruction on the safe use of fleet vehicles and equipment, vehicle inspections and repairs.
- Tracks, files and enters data and prepares weekly and monthly fleet maintenance reports.
- Coordinates with internal departments to schedule vehicle usage.
- Plans, schedules and facilitates all third-party vendors for vehicle repairs and maintenance.
- Tracks and enters fuel receipts into the digital accounting system.
- Assists in evaluating and projecting fleet department needs for the fiscal year budget.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by two (2) years of experience automotive maintenance and repair; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment)

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

Special Certifications and Licenses

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.