

**CLASS TITLE: SUPERVISOR, FLEET MAINTENANCE (DOT)**

**Class Code: 02546900**  
**Pay Grade: 26A**  
**EO: G**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Transportation, to assist in the planning, coordinating and administering of a comprehensive motor vehicle fleet management program including such operations as vehicle maintenance, repair, purchase, distribution and operation; to act as a technical liaison between the department and its various repair vendors for the purpose of diagnosing, planning, scheduling and authorizing necessary equipment repairs for its fleet of diesel trucks and other heavy equipment; to oversee the maintenance of support facilities and various types of equipment; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to divisional guidelines, policies and procedures.

**SUPERVISION EXERCISED:** Plans, coordinates, directs, supervises and reviews the work of in-house heavy diesel mechanics and technical skilled craft support and clerical subordinates, as well as, exercises technical supervision over vendor motor pool service supervisors as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Transportation, to assist in the planning, coordinating and administering a comprehensive motor vehicle fleet management program including such operations as vehicle maintenance, repair, purchase, distribution and operation.

To act as a technical liaison between the department and its various repair vendors for the purpose of diagnosing, planning, scheduling and authorizing necessary equipment repairs for its fleet of diesel trucks and other heavy equipment.

To oversee the equipment maintenance of support facilities and various types of equipment.

To assist in the monitoring of financial expenditures in relation to specific services and to be responsible for the execution and control of such services and expenditures.

To assist in procurement activities including the review and approval of requisitions for equipment, materials supplies, and services; and to direct the maintenance of an inventory control system.

To assist in the formulation of policies, plans, programs and objectives associated with the administration of various general support services of the department.

To coordinate and review all field requests for vehicle and equipment repair services and to recommend to a superior the tentative schedule of priority for repairs and return to service.

To prepare preliminary estimates of the parts, labor, and other materials the vendor will need for specific equipment repairs.

To review vendor invoices prior to payment to ensure accuracy and completeness and to approve said payments for processing.

To assist in the review and approval of all accident documentation relating to the state fleet within the division.

To be responsible for the supervision of the section's computer database system.

To determine facility fleet needs through conferences with supervisors; to coordinate the fleet operation activities of various sections within the division and to assist personnel in development solutions for special needs requirements as they pertain to vehicle utilization.

As assigned, to maintain detailed records on each vehicle within the fleet and to update as service is provided on corresponding vehicle; to maintain current a master schedule on all preventative maintenance performed on all vehicles within the fleet to ensure compliance with all manufactures specifications thereby eliminating invalidation of a vehicle's warranty; to maintain a dedicated file on all manufacturer's service bulletins and/or recall notices; to notify all authorized vehicle service vendors of these changes; to notify each driver of such recall notice and to monitor action of driver to ensure that proper steps are complied with to preserve integrity of the vehicle's safety and warranty.

To inspect automobiles, trucks, tractors, snowplows, hydraulic equipment, road maintenance machinery and related mechanical equipment for repairs.

To inspect transmissions, diesel engines, main bearing assemblies, steering assemblies, front and rear axles, differentials, air and hydraulic braking systems, magnetos, carburetors, starters, generators and distributes for repairs when necessary.

As assigned, to verify the quality of repair work performed on vehicles involved in accidents; inspect repair work and detect any cases involving poor quality work; to document such cases in the event that the Office of Purchases feels justified in citing vendors because of continual violations.

As assigned, to administer all phases of vehicle inspections to ensure compliance with all rules and regulations contained within the "Vehicle Handbook"; to ensure that the handbook is maintained and updated by each driver.

To recommend on an ongoing basis corrective measures and processes which should be followed by field mechanic personnel in order to economize on equipment repairs and replacement.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of standard practices, the materials and equipment utilized in the operation and maintenance of a motor vehicle pool; a thorough knowledge of the tools, equipment and methods employed in diesel trucks and motorized equipment; the ability to assist in the supervision, control and direction of the procurement of materials, equipment and supplies;; the ability to utilize tools and equipment employed in the repair of diesel trucks and motorized equipment; the ability to independently perform a wide variety of tasks in the repair or rebuilding of motorized equipment without detailed instructions; the ability to exercise safety precautions and common prudence as applied to work performance in roadway settings, materials, fuel handling and storage, and equipment operation; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with an associate's degree or the completion of at least a two-year program supplemented by courses in auto mechanics at a technical institute; and

**Experience:** Such as may have been gained through: employment as a general mechanic with responsibility for repairing automobiles and various types/sizes (GVW) of trucks and related equipment for a construction company, trucking fleet operation, or provider of diesel truck equipment repair services. **Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must posses and maintain at least a valid Class B Rhode Island Commercial Driver's License, with airbrake and tanker endorsement as a condition of employment.