

## Job Description

**Job Title:** Fleet Operations Supervisor (Fleet Services)  
**Job ID:** 2151  
**Location:** Fayette County Kentucky  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

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### **SALARY RANGE**

\$39,825 - \$64,045 annually

### **FILING DEADLINE DATE**

July 28, 2014

### **RESPONSIBILITIES**

Performs work of considerable difficulty in supervising, directing, assisting, and performing repairs and maintenance on a wide variety of makes and models of automobiles, trucks and equipment.

Supervises and performs tasks as needed related to work scheduling, preparation of surplus items for sale, building and facility maintenance, and fabrication projects.

Monitors work activity, inspects completed work and provides appropriate feedback to technicians.

Research vehicle repair history, component failures, warranty issues, conduct tests and render decisions and opinions based on results of research and testing.

#### Machine Operation:

Road tests vehicles for diagnostic and evaluation purposes. Required to operate a full range of automotive shop equipment. May be required to operate snow removal equipment, fork lift, roll-back truck, wrecker and other related equipment.

#### Reporting:

Create accurate records of problems found and details of work performed.

Participate in the preparation of employee performance evaluations.

Prepare fleet reports.

#### Communication:

Effectively interact with Fleet Services' employees, customers, and commercial vendors, in person, via telephone and email.

Present reports and articulate complex concepts to individuals and groups.

#### Miscellaneous:

Performs other work as required such as field repairs, towing and vehicle recovery.

May be assigned to perform duties of higher or lower level classifications in this or related class series and/or perform duties on a temporary or acting basis in accordance with Ordinances 21-15 and 21-16 and/or act as a lead worker.

Responsible for knowing and complying with all UCG and division safety rules and for conducting safety meetings.

Performs other related duties as required.

### **QUALIFICATIONS**

#### Considerable knowledge of:

The principles and theory of operation, maintenance/repair and preventive maintenance of internal combustion engines and all other typical automotive systems.

#### Good knowledge of:

The methods, materials, tools, standard practices, occupational hazards and safety precautions of the automotive and equipment mechanic's trade and safety precautions necessary when working in and/or near traffic.

Some knowledge of gas and arc welding.

#### Ability to:

Establish and maintain effective working relationships with others; understand and follow oral and written instructions.

Plan, coordinate, and supervise the work of others.

Efficiently diagnose all automotive systems and train others to do so.

Conduct competent research using the internet and other resources.

Lead and influence others.

## **MINIMUM REQUIREMENTS**

Completion of a high school education or GED and twenty-four (24) months of vocational training in automotive and/or equipment repair and three (3) years of hands-on professional automotive technician experience; or equivalent combination of experience and training providing the required knowledge, skills and abilities.

Possession of Automotive Service Excellence (ASE) certification.

Must furnish own tools.

Valid Kentucky driver's license.

Subject to call back duty.

## **SPECIAL REQUIREMENTS**

Physical strength and agility to allow working outside in varying weather conditions, some heavy lifting and climbing of stairs. Must be able to work in noisy, oily and cramped environments. Must be able to work shifts, weekends, holidays and emergencies. Must be able to operate Urban County Government equipment and vehicles in a safe, prudent and responsible manner.

## **EXAMINATIONS**

Examination will be a training and experience evaluation from information provided on the application at filing deadline date weighted at 100% of the final score.

## **HOW TO APPLY**

Submit LFUCG electronic application through [www.lexingtonky.gov](http://www.lexingtonky.gov) and attach/upload applicable documents to verify your education, training, certification/license(s), or DD214 (for military preference with appropriate discharge) by filing deadline date.

RESUMES CANNOT BE SUBSTITUTED FOR THE APPLICATION, but may be electronically attached/uploaded to the application. Our system does not automatically populate required fields or sections when copying or attaching a resume; therefore, you may provide a resume, but it cannot be in lieu of completing the application itself.

Please note that the section titled "Application Questionnaire" has to be completed every time a new or revised application is submitted. Even if other information is pre-filled, the Questionnaire does not transfer.

**\*\*APPLICANTS WHO FAIL TO COMPLETE THE ELECTRONIC APPLICATION IN ITS ENTIRETY WILL NOT BE CONSIDERED FURTHER\*\*\***

## **CLOSING STATEMENT**

Lexington-Fayette Urban County Government offers an outstanding benefits package, e.g. voluntary benefits spending account program, three weeks paid vacation and three weeks paid sick leave per year.

All applicants on previous eligibility lists for this classification **MUST** reapply in order to compete for this vacancy.

## **CONTACT INFORMATION**

FOR FURTHER INFORMATION, CALL (859) 258-3051 OR WRITE: DIVISION OF HUMAN RESOURCES, LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507

Website: <http://www.lexingtonky.gov>

Email: [jobs@lfucg.gov](mailto:jobs@lfucg.gov)