



SPRINGFIELD UTILITY BOARD

Job Description

TITLE: Fleet & Warehouse Supervisor
REPORTS TO: Director of Electrical Engineering and Operations

STATUS: Exempt
RANGE: 27

POSITION SUMMARY: The Fleet and Warehouse Supervisor position is responsible for the daily supervision of SUB fleet and warehouse staff. This position plans, organizes, and supervises maintenance activities for SUB's fleet shop and warehouses. The position manages the fleet service operations, acquisition, maintenance, repair, overhauling, and scheduled replacement of SUB equipment and vehicles and oversees SUB's fueling program. The position works closely with the ESC and WSC Directors and their delegates, and with Purchasing on vehicle and equipment specifications. This position supports ESC and WSC warehouse staff operations such as inventory controls and other accounting requirements. Performs other duties as assigned.

MAJOR RESPONSIBILITIES

Essential Functions

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Demonstrates and models exemplary leadership to all employees.
4. Maintains reliable and predictable attendance.
5. Maintains a current Oregon CDL Class A driver's license and maintains a good driving and safety record.
6. Provides a positive, inspiring and motivating work environment for staff.
7. Supports, coaches and counsels staff to ensure a productive and efficient team environment, which recognizes contributions and celebrates any individual or team accomplishments.
8. Documents personnel actions according to policies and procedures with the guidance of the HR Manager, ESC Director and, as applicable, the WSC Director.
9. Conducts Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans; develops new job descriptions and reviews existing descriptions for changes.
10. Plays an active role in the orientation of new employees.

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11. Promotes and supports on-going education and training of staff, which includes delegating challenging and meaningful responsibilities. Ensures the highest quality performance standards to meet the changes in a dynamic utility industry.
12. Openly and effectively collaborates and communicates with foremen and managers to identify and solve problems and to coordinate resources.
13. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu staff meetings to share information.
14. Ensures the technical and/or professional expertise of staff is current through training and coaching. Researches and recommends education and training opportunities for staff development.
15. Approves overtime and authorizes timesheets according to department procedures.
16. Maintains confidentiality of organizational and staff information.
17. Plans and supervises the operations of the divisions' warehouses.
18. Plans and supervises the operations of the Fleet Department.
19. Communicates regularly with Division Directors and Managers about trends and opportunities for service improvements.
20. Recommends and assists Division Directors and Department Managers with their fleet specifications for new and used purchases to ensure that SUB's policies and procedures are followed.
21. Assists Division Directors in the evaluation of the overall operation of the fleet and warehouse department including: systems, productivity, staffing requirements, and establishing and achieving goals.
22. Assumes fiscal responsibility by participating in the preparation of and operating within an approved annual budget for the divisions as pertains to fleet and warehouse.
23. Collaborates with the Safety and Environmental Coordinator to oversee, monitor, and ensure the success of the Division's Safety Program, including the following:
 - Applies safety knowledge to the vehicle modification process, maintains vehicle weight charts, and towing capability charts.
 - Ensures handling of hazardous materials complies with State and Federal regulations.
 - Ensures work processes address hazards associated with fleet and warehouse job functions according to State and Federal regulations.

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24. Ensures paper and electronic record keeping associated with both fleet and warehouse activities, as required by SUB's policies and procedures, is accurate and maintained in a timely manner.
25. Establishes standards and methods for storing supplies and materials.
26. Supervises the receipt, storage, issuance and disposal of items requiring specialized handling.
27. Monitors and ensures that the fleet maintenance programs are performed in a timely and coordinated manner. Ensures the safe operation of all SUB vehicles with the least amount of vehicle down time or crew loss time.

Marginal Functions

28. Represents division and/or SUB's interest at regional job-related meetings or groups.

Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.

Attributes:

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

OTHERS SUPERVISED

- Storekeeper and Vehicle Technician/Utilityman positions

MINIMUM QUALIFICATIONS:

Experience

- At least (6) years of experience in a full service fleet operation to include supervisory or lead role, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- Hands on experience with hydraulic systems, diesel powered vehicles and equipment, and aerial lift equipment preferred.
- Familiarity with an industry standard fleet management software. Ron Turley and Associates (RTA) preferred.
- Experience in planning and managing warehouse operations preferred.

Education

- High school diploma or equivalent
- Associate's or Bachelor's degree from an accredited college or university in Fleet Management, Automotive Technology, Business Management or related field. Other automotive mechanic coursework and/or demonstrated experience may substitute for education
- Certified Automotive Fleet Specialist (CAFS) certification or able to obtain within 6 months. Certified Automotive Fleet Manager (CAFM) or Certified Public Fleet Professional (CPFP) preferred.

Knowledge, Skills & Abilities

- Intermediate proficiency in Microsoft Office software.
- Demonstrated knowledge in the application of safety laws, rules, and regulations applicable to the design and operation of utility fleet vehicles and equipment.
- Demonstrated knowledge of automobile and heavy truck systems; hydraulic engineering and system design, gas and diesel engines, transmissions, hydraulic and air brakes, boom and manlift systems, and vehicle electrical systems.
- Demonstrated knowledge of principles, practices, procedures and techniques used in vehicle and equipment maintenance, repair, service, and overhaul.
- Knowledge of standard practices, procedures and equipment used in the receipt, storage, requisitioning, and disbursement of supplies and materials.
- Knowledge of the occupational hazards and safety precautions applicable to fleet and warehouse operations and equipment.
- Ability to monitor and evaluate program performance in order to assess efficiency and effectiveness.

MINIMUM QUALIFICATIONS (cont.):

- Demonstrated consistency and excellence in all of the following areas:
 - Positive leadership qualities; viewed as a positive role model by others
 - Team work; coaching skills; ability to train others
 - Consistently communicates positively and effectively with co-workers
 - Models exemplary behavior
 - Uses sound judgment and exhibits creative problem solving skills
 - Makes appropriate decisions within scope of authority
 - Excellent planning and organizational skills

PHYSICAL AND MENTAL REQUIREMENTS

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while supervising fleet and warehouse personnel. Role in SUB's Emergency Response Plan and large electric outage situations to-be-determined. May require work during emergency conditions in inclement weather conditions, at night, and during a 24-hours emergency storm shift with little sleep and breaks only for meals.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly during emergency conditions. Thinks and reacts quickly if accidents occur, particularly those involving vehicles or equipment. Interacts well with workers, especially when working in stressful situations.
- **VISION**
 - Far visual acuity:** Sees adequately to drive a vehicle or truck.
 - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
 - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to construction hazards, traffic, co-workers and movements of equipment.
 - Color vision:** Judges red, green and yellow traffic lights adequately to drive vehicles and trucks on highways.
- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use. Hears adequately to operate a two-way radio and telephone. Hears accurately the high-pitched back-up horns or equipment.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood despite heavy background noise from traffic, construction equipment or wind, and when visual signals cannot be used. Speaks clearly communicating by two-way radio.
- **STANDING:** The worker stands on dirt, concrete, asphalt or solid floors for 20% of the workday.

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- **SITTING:** Sits at office workstation. Sits on a bench-style pickup seat one-half hour maximum at one time while traveling to a job site. Total sitting is three hours or more a workday.
- **WORKER MOBILITY:** Can change positions frequently.
- **WALKING:** Walks around offices, warehouses, shops and utility yards. Rarely walks one-half mile at a time on uneven ground. Total walking per shift is 10% - 20%.
- **LIFTING/CARRYING:** 0 -10 lbs. – continuously; 11-20 lbs. –frequently; occasionally may carry boxes of office supplies and move office furniture.
- **PUSHING/PULLING:** Limited to opening and closing doors and filing drawer cabinets
- **REACHING/HANDLING:** Handwrites; types on keyboard; occasionally lifts supplies overhead.
- **TWISTING:** Rotates head fully to both sides to observe equipment and workers while standing on the ground or infrequently maintaining body in an awkward position.
- **CLIMBING:** Climbs stairs at various work sites. Climbs hills and walks over uneven ground while getting to disabled vehicles.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of light tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Works near petroleum products, corrosives, and other hazardous materials. Exposed to noise from traffic, construction equipment near construction equipment sites, jack hammers, hydraulic saws and tamps, and tree trimmer chippers for less than one hour per day. Hearing protection is provided. Exposed to numerous types of pollen depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.
- **PRODUCTS AND MATERIALS:** Toner for copier and printers.
- **MACHINE, TOOLS AND EQUIPMENT:** Computer, copier, fax, and other office equipment.