

VEHICLE SERVICES SUPERVISOR



Description:

Under direction, works within the Vehicle Services section of the San Bernardino County Fire Department and is responsible for the direct supervision of the lead mechanics, mechanics, parts room personnel, work release, and other positions in the maintenance, repair, modification and fabrication of automobiles, trucks, and fire equipment and apparatus.

Distinguishing Characteristics:

Positions in this classification are assigned the day-to-day supervision of the Vehicle Services section of the Service Center. Positions supervise the maintenance and repair of automobiles; gasoline and diesel-powered trucks and/or gasoline and diesel-powered fire equipment and apparatus such as fire engines, aerials, ambulances, snow cats, boats, command units, dozers, loaders and other types of equipment; and/or supervise equipment fabrication and modification.

The Vehicles Services Supervisor reports to the Division Manager, Service Center who has overall responsibility to direct and manage the Service Center.

Duties may include, but are not limited to:

1. Inspect equipment and determine the repairs needed; obtain pricing on equipment needed and ensure purchasing policies are followed; provide cost estimates; notify operating department of needed vehicle repairs and set repair priorities.
2. Maintain all vehicles assigned to County Fire and as outlined in contracts with County Fire.
3. Inspect and ensure all jobs are completed properly and in a timely manner as established by the industry or standards established by the department and/or Vehicle Services section; provide technical assistance and advice; assists with the most difficult repair work.
4. Make recommendations on all vehicles and equipment; establish schedules for maintenance and other services of equipment and mechanics.
5. Monitor and close out work orders; ensure all parts and labor is accounted for that is used in the section.
6. Provide training for all staff, implement safety and conduct staff meetings.
7. Assign work to all Vehicle Services staff; review time sheets and work orders ensuring that time charged is accurate; check for excessive use of time and parts.
8. Supervise the fabrication, modification and installation of special equipment; assist in the design of special projects; assist and write specifications for equipment and apparatus.
9. Provide monthly, quarterly, semi, and annual reports; provide reports as needed.

10. Establish an operating budget and manage the budget throughout the year; make recommendations on shop equipment needs and replacements.
11. Establish and maintain programs of annual inspections and testing of all vehicles and equipment.
12. Supervise staff in the Vehicle Services section; conducts work performance evaluations of staff.
13. Other related duties as required.

Typical Qualifications:

Must have a minimum of 10 years experience as a heavy truck mechanic, 5 years of which must have been as a fire mechanic. A minimum of one year of the required experience must be in a lead or supervisory capacity. Must have experience working with computers for data entry.

Must have and maintain a class A CDL and ASE Master Truck Technician. Must have and maintain State Fire Mechanic Level II and State Fire Mechanic Level III.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Job Code: 49105

Salary Range: N45

Representation Unit: Non-Represented

Last Updated: 9/15/09