Fleet Supervisor Job Posting

Do you have excellent organizational and management skills? Do you want a job with mission and purpose? Do you want excellent benefits and a fantastic work environment? Let’s get moving...

Check out the Fleet Supervisor position below:

Reporting to the Operations Director, the Fleet Supervisor plans shared vehicle fleet maintenance to ensure on-time maintenance. The Fleet Supervisor will ensure shared vehicles assets are kept in a state of good repair. This position directs daily activity of Specialized Transit Coordinator, assists with federal requirements for transit asset management and procurement of rolling stock and equipment.

The ideal candidate will:

- Be people-oriented and have strong verbal, written, and interpersonal communication skills.
- Provide excellent customer service (timely, respectful, and thorough) to internal and external customers.
- Have considerable knowledge of fleet maintenance tasks.
- Maintain a professional and courteous demeanor at all times.
- Be a dependable self-starter.

Valley Regional Transit is the regional public transportation authority for the Treasure Valley. For more information please visit www.valleyregionaltransit.org.

To apply for this position, please send your resume and cover letter of interest to vrtjobs@thompsonconsulting.com.

Want more information? Read on. RESPONSIBILITIES:

- Schedule vehicle maintenance inspections for VRT fleet while ensuring fleet availability for all shared vehicle contractors
- Align necessary resources to develop and motivate team to achieve results
- Ensure maintenance compliance of contractors during audits
- Participate in annual budget development for staffing, maintenance, vehicles, and equipment
- Responsible for procurement specifications for purchasing or leasing of rolling stock and shop equipment
- Strong verbal, written, interpersonal, and computer skills
- Determine cost-effective ways for repairs and services
- Coordination with other departments and contractors during procurement process
- Monitor and approve expenses to stay within determined budget
- Considerable knowledge of fleet maintenance tasks
- Provides technical input for fleet repairs and facilities maintenance and construction
- Perform technical tasks relative to the maintenance and repair of vehicles and equipment
- Organize and maintain maintenance records to ensure on-time inspections
- Develop, review, update and manage fleet maintenance policies and procedures
- Ability to analyze problems and identify solutions
- Ability to promote a safe work environment
- Identify and address safety issues
• Familiar with Transit Asset Management activities, including asset management scoring of rolling stock and equipment
• Ensure compliance with applicable federal, state and local regulations and requirements
• Attend and participate in meetings
• Other duties as assigned

MINIMUM QUALIFICATIONS:
• Possess a Bachelor’s or Associate’s degree in business management, facilities and fleet management, or a related field
• A minimum of five (5) years of an equivalent combination of education and experience
• Strong understanding of facilities and equipment management
• Proficiency in Microsoft Office applications and mobile technologies are required
• Must be able to complete tasks efficiently with numerous interruptions
• Must be able to react quickly to changing priorities
• Strong verbal and written communication skills
• Knowledge of Federal Motor Carrier Safety Administration regulations
• Knowledge of Federal Transportation Administration regulations
• Ability to lead small team and collaborate with other departments
• Ability to forecast needs based upon budgeted dollars
• Ability to be patient and understanding with others
• Ability to speak, write, and understand English
• Ability to research and interpret laws and regulations


Position is open until filled.

Valley Regional Transit is an equal opportunity employer. Employment Type: Full-time