

SOLANO IRRIGATION DISTRICT

Job Description

SUPERVISOR, FLEET & LOGISTICS

Salary Range: 470

FLSA Status: Exempt

Representation: Supervisory Group

DESCRIPTION

Under general supervision plans, organizes, coordinates, and supervises, the work of staff and/or contractors responsible for managing the District's fleet and logistics of the warehouse, fabrication shop, buildings and grounds, and heavy equipment operations. Supervise the work of staff, and others as assigned, engaged in operating and maintaining the District fleet and equipment; welding and fabrication; purchasing and inventory; and maintaining buildings and grounds. Performs necessary tasks to ensure permitting, inspections, reporting, etc. are completed accurately and on-time per applicable regulatory requirements.

Successful performance in the position requires strong analytical, logistical, and organizational skills and the ability to plan, sequence and coordinate multiple objectives and tasks with competing resource demands effectively and efficiently. Must be available for after-hour emergencies and participate in the Supervisor Duty rotation.

ESSENTIAL DUTIES – including, but not limited to the following:

- Plans, prioritizes, assigns, directs, supervises and evaluates assigned personnel in the duties of maintaining the District's fleet and facilities, operating equipment, fabrication, and purchasing and inventory management; and inspects work in-progress and upon completion.
- Provide input for the Maintenance Operations Superintendent and Water & Power Operations Manager relating to the District's fleet of equipment and vehicles to include purchasing, surplus, condition reporting, etc.
- Provides the required logistical support to schedule appropriate equipment (including rentals), supplies, materials, etc., necessary for various District projects and efforts.
- Assists in developing, administering, and monitoring budgets and schedules.
- Maintains complete records of equipment and of work performed; compiles cost estimates; keeps records of work in-progress; checks timecards and stock disbursement records; checks requests for needed tools, supplies and parts.
- Inspects, coordinates, and oversees the maintenance and upkeep of the District's shops, warehouse, yards, etc., both on and off-site.
- Performs a variety of reporting and tracking functions pertaining to the regulatory compliance and permitting of the District's fleet, facilities, and properties.
- Maintains required records, e.g., DOT, EPA, DMV, CARB, AQMD, etc., to ensure compliance with multiple governmental agencies at all levels.
- Prepares and coordinates schedules for fleet operations and maintenance.

- Prepares and administers budgets that includes fuel, oil, vehicles, equipment, and supplies; and advises of future/emergent costs and equipment requirements.
- Coordinates and administers the District's Preventative Maintenance Program, inspections, and regular service on District vehicles and construction equipment.
- Oversees and manages inventory of shop supplies and equipment including parts, tires, safety equipment, consumables, and related material.
- Oversees the purchase and requisition process for all inventory items, supplies, vehicles, and equipment; and monitors expenditures.
- Coordinates with other departments regarding waterworks materials for planned and unplanned repairs, capital improvement projects, and material inventory.
- Oversees all shop welding projects; oversees shop material acquisitions; ensures proper work methods; recommends adjustments as necessary.
- Oversees all inventory procedures and procurements, including warehouse material inventory, construction project material acquisitions, ensures proper purchasing methods are adhered to, and recommends adjustments as necessary.
- Keeps Maintenance Operations Superintendent apprised of the progress on assigned work and the need for major tool, equipment, and part purchases necessary to keep supervised area operating efficiently.
- Disposes of surplus vehicles and equipment in accordance with applicable laws and District policy.
- Inspects District facilities for needed maintenance and repairs; coordinates a system for preventative maintenance.
- Oversees fuel requirements for District fleet, including quarterly diesel fuel tax return (Board of Equalization), fuel cards, commercial fuel vendors, etc.
- Coordinates and acts as District representative on dealings with State agencies concerning the District's vehicle fleet, such as DMV transactions and permitting, BIT Inspection Program, Bureau of Automotive Repairs (emissions testing, opacity testing, and reporting), and California Highway Patrol (Motor Carrier Program).
- Responsible for and sees that safe and proper work practices are followed by staff assigned.
- Implements approved policies and procedures.
- Performs related duties as required.

JUDGMENT AND RESPONSIBILITIES

Incumbent works independently under minimal direction and has full supervisory responsibility for assigned personnel. Exercises independent judgment and performs work with minimal guidance.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES *(The following are examples of knowledge statements and skills/abilities that are necessary to perform the essentials duties of the position)*

Knowledge of:

- District policies, rules, regulations, and procedures.
- Working knowledge of principles and practices of effective management and

supervision, including logistics, short- and long-term planning, project planning and monitoring, scheduling, training, performance evaluation, budgeting, and budgetary control functions.

- Operations, services, and activities of a fleet maintenance program.
- Principles, methods, and practices pertaining to the operation of an equipment maintenance facility.
- Principles, methods, and practices pertaining to the repair and maintenance of buildings, structures, and grounds.
- Principles of preventative maintenance and the use of computerized maintenance management systems (CMMS).
- Principles of welding and fabrication; and the methods, materials, equipment, and tools used in welding and fabrication work.
- Pertinent local, state, and federal laws, ordinances, and rules to include CHP Bi-Annual Inspection of Terminals (BIT Program), smog regulations on gas engines, smoke testing on diesel engines, crane certifications, etc.
- Working knowledge of numerical, analytical, and organizational tools.
- Principles and practices of purchasing and procurement.
- Principles, methods, and practices related to storekeeping and warehousing; including inventory control procedures and automated purchasing.
- Record keeping principles and practices.
- Principles and practices of safety management; applicable safety precautions and procedures.
- Common public relations courtesies, practices, and techniques.

Ability to:

- Effectively handle difficult employee relations, personnel matters, and customer complaints; plan, assign, prioritize, sequence, direct, train, coordinate and evaluate the work of a diverse workforce assigned to multiple projects with competing resource demands.
- Learn new computer skills needed to improve reporting, fleet tracking, preventative maintenance, inventory, purchasing, etc.
- Analyze technical operations and maintenance problems, draw sound conclusions, and make recommendations.
- Know and understand all aspects of the job and observe safety rules.
- Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; read, interpret, and apply administrative and operational regulations, policies, procedures, and standards; and identify applications, tools, and equipment used to improve efficiency of assigned work.
- Assist in the development and monitoring of budgets.
- Develop and recommend policies and procedures related to fleet and facilities maintenance, purchasing, inventory control, etc.
- Establish and maintain effective working relationships.
- Communicate clearly and concisely in English, both orally and in writing.
- Prepare clear and accurate reports and maintain simple to complex records.
- Operate a vehicle observing legal and defensive driving practices.

- Deal tactfully and courteously with the public.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

Typical qualifying entrance background is:

Four (4) years of supervisory level experience in one or more of the following: fleet management, enterprise resource planning (ERP) inventory management, fabrication/manufacturing, construction management, and/or facilities maintenance; and graduation from high school (or equivalent).

OR

Two (2) years of supervisory level experience in one or more of the following: fleet management, enterprise resource planning (ERP) inventory management, fabrication/manufacturing, construction management, and/or facilities maintenance; and equivalent to a bachelor's degree from an accredited college or university with major coursework in logistics and supply chain management, business or public administration, construction management, or related field.

Knowledge and/or experience in the public sector, water industry and/or utilities construction field is desirable.

LICENSES AND CERTIFICATION

Incumbent must possess a valid California Driver's License with a satisfactory driving record to maintain insurability. Possession of Class A or Class B license is desirable.

A valid California State Water Resources Control Board Distribution Level D-2 certificate is desirable.

PHYSICAL AND SENSORY REQUIREMENTS (*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*)

Carrying:	Transport objects up to 50 pounds
Stooping:	May bend, squat, or kneel while performing assigned work
Standing:	Intermittently stand while performing assigned work
Reaching:	Twist to reach equipment surrounding desk or workstation
Lifting:	Lifting up to 50 pounds
Sitting:	Intermittently sit at desk or while driving vehicle for long periods of time

Climbing:	Occasionally climb in and out of equipment and facilities
Hands/Arms:	Perform simple grasping, pushing, pulling, fine manipulation, finger and hand coordination
Hearing:	Acute hearing to distinguish audible alarms; ability to hear to receive communication in person and by telephone, as well as for safety in and around work area; occasional work conditions of constant or intermittent noise
Talking:	Express ideas and share information by means of spoken word in person and by telephone
Vision:	Read written and/or video messages; write or use a keyboard to communicate through written means
Smell:	Use sense of smell to identify potential hazards in the work environment
Walking:	Intermittently walk while performing assigned work
Environment:	General inside work; occasional outside work with exposure to weather, odors, dust and pollen; occasional exposure to chemicals, skin irritants, fumes and solvents; required to wear personal protective equipment (PPE) appropriate for job assignments. Must comply with respiratory protection program and Cal OSHA standards.

PHYSICAL EXAMINATION

Must pass a physical examination, which includes substance screening, before employment with the District.

CONFIDENTIALITY

Information obtained and used in this position is of a confidential nature and cannot be shared with unauthorized persons within or outside the District.

SUPERVISION

This position receives general direction from the Water & Power Operations Manager and supervision from the Maintenance Operations Superintendent and provides direct supervision of the following position classifications (and others as assigned):

- Lead Mechanic
- Mechanic(s)
- Welder / Mechanic
- Inventory Specialist
- Equipment Operators