



Fleet Supervisor Job Description

Overview

The chippers Fleet Supervisor has primary responsibility of repair, maintenance and participation in acquisitions for the fleet. The fleet comprises a wide variety of vehicles & equipment including; Aerial lifts, cranes, large & small diesel & gas trucks, excavators, wood chippers, pumps, hydraulic & electrical systems, various small engines, chainsaws and commercial whips. The Fleet Supervisor must possess exceptional mechanical aptitude and ability to diagnose, repair and train others to “fix it right” the first time. The position requires self-direction, initiative and the capacity to prioritize multiple tasks from multiple requestors. Additionally, the position demands strong organizational and time management skills to keep our people and equipment productive and rolling. Last, we get things done through people, so the position requires proven leadership & delegation skills, exceptional people & customer relations skills, strong communications skills (both verbal and written) and the ability to work well with all levels of management.

Fleet Supervisor Primary Responsibilities

- Plan and supervise the repair & maintenance activities for vehicle & equipment fleet for all Company facilities.
- Direct and assist fleet mechanics to manage the daily assignment of work and ensure the completion of repair & maintenance tasks.
- Coordinate all maintenance and repairs with operations managers
- Work with operations on scheduled preventative maintenance intervals to ensure company equipment stays operational.
- Ensure adherence to safety rules and regulations and that all company policies regarding safety, maintenance, cleaning, storage of equipment, and handling of products are implemented in accordance with state, local and federal regulations.
- Contact vendors to check on availability and pricing of parts and supplies necessary for repair & maintenance of the fleet. Order and monitor parts & equipment orders to insure quality and timely delivery.
- Review invoices for parts and/or repairs and authorize for payment following Company AP procedure.
- Work with VP of Operations to develop a long-term fleet strategy including efforts that improve efficiency and/or reduce operating costs & fuel economy.
- Assist VP of Operations and VP of Finance with input and data on fleet purchases to help make the best decisions possible in procurement of new fleet equipment.
- Identify Company vehicles & equipment to be disposed and maintain responsibility of preparing such equipment for disposal and completing the final sales process.
- Ensure Fleet mechanics are adequately trained, equipped, and motivated so that the maintenance program can be accomplished in a safe, timely, and cost-effective manner.
- Develop and review training requirements for Fleet mechanics to keep pace with the maintenance requirements of new equipment and shop tools.

- Maintain and update Company tool inventories for shop(s) and individual tool boxes.
- Make procedural and operational recommendations, and supervise changes in organization, operations and administration of shop areas.
- Use computerized data entry and various word processing, database and/or file maintenance programs to enter, store and/or retrieve maintenance information. Record vehicle repairs, maintenance, parts replacement and work completed.
- In collaboration with the HR Manager and Company needs, engage in the selection of all new Fleet mechanic hires, promotions, terminations, transfers, supervision, discipline, training, and evaluations.

Additional Fleet Supervisor Objectives

- Lead Company to the highest level of safety, quality, and client satisfaction
- As needed educate employees in proper equipment operation
- Champion “I WILL” and chippers Core Values

Fleet Supervisor Requirements

- Minimum High School diploma
- Must have a 2 year diesel technician training program certification
- Minimum 3 years of experience in a mechanical field with heavy duty trucks or equipment.
- Must have at least 1 year of experience supervising at least 2 full-time employees.
- Must have a Class A CDL with Air Brake Endorsement
- Must have DOT medical certification
- Must have or obtain NH Department of Safety Inspection Endorsement
- Certified Mechanic in Diesel engines and/or other such disciplines highly recommended.