

Floresville Electric Light & Power System

Fleet & Facilities Supervisor

Position Details

Eligible Applicants:	Employees only until 09/16/22, then open to the Public
Job Status:	Full Time
Pay Status:	Non-Exempt
Reports To:	Director, Technology
Typical Schedule:	7:30 a.m. – 4:00 p.m., Monday through Friday
Open Date:	9/9/2022
Close Date:	Open until filled
Advertised Salary:	\$26.90-\$32.22 - depending on experience & qualifications

Job Summary

The purpose of this position is to facilitate and supervise the repair and maintenance of the FELPS fleet of vehicles, equipment, and the FELPS facility. This is accomplished by monitoring routinely scheduled maintenance for both vehicles and facility systems; screening daily vehicle reports for problems; assessing and troubleshooting problems; coordinating with vehicle operator or supervisor for repair scheduling; inspecting vehicles and equipment for unreported problems; coordinating with parts and repair vendors; working with manufacturers for warranty repairs and equipment problem solutions; working with staff to make sure repairs are done correctly and solving any problems that arise; supervising a team of mechanics and custodians. This position will work regularly with the Director of Technology for reporting, planning, and budgeting. Additional duties may be assigned, based on organizational need.

Essential Functions

Manages repair schedules by coordinating with vehicle operator or supervisor; providing information on completion dates and alternate vehicle availability; keeping track of vehicle repair order creation, tracking, and completion in software.

Assesses and troubleshoots problems; performs vehicle diagnostic tests to help determine course of corrective action: coordinating repair strategies with staff; directing staff on other possible diagnostic procedures or actions.

Perform routine vehicle and equipment repairs and maintenance; and inspecting for signs of possible problems.

Performs annual state vehicle inspections; repairing causes for inspection failure; data entry for Texas Department of Motor Vehicles Data System; and affixing inspection stickers to vehicles.

Manages FELPS facility maintenance by coordinating custodians and vendors, inspecting cleanliness and upkeep; maintain documentation on repairs and preventative maintenance.

Minimum Qualifications

- High school diploma or equivalent
- Five years or more in fleet/mechanic field.
- At least 1-year supervisory experience in a lead technician role, supervisor or other management role
- Must have or acquire necessary hand tools
- Intermediate computer skills
- Knowledge of gas and diesel engines
- Knowledge of ECU modules; understanding and resolving diagnostic codes
- Knowledge of DC electrical systems and troubleshooting techniques
- Ability to work alone and with others under limited direction
- Ability to respond, interact, advise, and communicate effectively to customer requests in a timely manner
- Valid Texas Class A CDL driver's license with acceptable driving record

Preferred Qualifications

- Previous supervisory experience
- Knowledge of hydraulic systems; experience with bucket trucks
- Vehicle Inspection License
- Ability to read electric and hydraulic schematics

Physical Demands and Working Conditions

The employee will be required to work in a shop setting with occasional field work. Physical requirements include, but are not limited to, standing, sitting, walking, lifting up to 100 pounds, fine dexterity, foot controls (driving), and vision, hearing and talking. Working conditions may involve minimal computer work and occasional driving. Post job offer physical, driving record, background check and drug screen required.

