



Pennington County
Fleet Supervisor
(Non-Exempt B31)

Position Objective:

The Fleet Supervisor supervises and administers the scheduling, maintenance, and dispatching of vehicles for the Sheriff's Office. The Fleet Supervisor oversees two mechanics and inmate labor.

Essential Functions:

- Monitoring vehicle mileage reports and vehicle service records in order to determine maintenance and service intervals.
- Providing basic maintenance and service for fleet vehicles.
- Assisting in small repairs of fleet vehicles to include diagnosis and warranty issues.
- Preparing specifications for the purchase of fleet vehicles by documenting the need.
- Making recommendations for and purchasing equipment needed for vehicle set up.
- Supervising designated staff, including selection, training, scheduling, assigning work, enforcing policy, and conducting performance reviews.
- Reviewing state bid contracts.
- Filing and managing insurance claims and repairs on vehicles.
- Licensing vehicles and renewals with the state.
- Managing and maintaining storage of equipment.
- Assigning pin numbers for vehicle refueling.
- Overseeing fuel purchasing to regulate cost/expenses
- Assisting with special events requiring specialized vehicle display.
- Assisting Search and Rescue with vehicles and equipment repairs, set up and transport.
- Performing other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required.
- At least one year of fleet management experience, including maintenance and minor repair of vehicles.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in a garage, stockroom, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

Physical Requirements:

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.