

VERENDRYE ELECTRIC COOPERATIVE, INC

Title: Fleet Supervisor
Department: Engineering & Operations
Reports to: Manager of Engineering/Operations
Location: Velva, ND

Position Summary: Manage the specifying, purchasing, maintenance and repair of the VEC fleet of cars, trucks, heavy equipment, bucket & digger trucks, earth moving equipment, and all other miscellaneous equipment. Also preforms hands on maintenance and repair work on all types of equipment.

Job Duties/Responsibilities:

- Planning, coordinating and performing all vehicle and equipment purchasing, maintenance and repair activities in order to achieve the most cost effective and reliable fleet operation.
- Preparing specifications, call for bids, bid evaluation, etc. on new equipment and supply purchases.
- Supervision of a mechanic and any other personnel that may be assigned.
- The acquisition of the necessary parts, tools, services and people to perform these responsibilities.
- Approval of time sheets and authorizes overtime and vacation of assigned employees.
- Initiation of hiring, termination, promotion, demotion, suspension, discipline or similar action regarding assigned employees.
- Assisting with other activities relating to the maintenance of the cooperative's buildings and grounds.
- Keeps equipment available for use by inspecting and testing vehicles & equipment; completing preventive maintenance such as, engine diagnostics, oil changes, lubrication, tire rotation and balancing, filters, hydraulic systems, electric systems and safety equipment.
- Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine problems; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies equipment serviceability by conducting test drives; adjusting controls and systems.
- Complies with state & federal vehicle requirements by performing & tracking routine inspections
- Maintains fleet appearance by cleaning, washing, and painting.
- Maintains fleet records by recording inspections, service, and repair information.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty; evaluating service and parts options.
- Maintains shop supplies and parts inventory by tracking usage, placing orders, verifying receipt.
- Updates job knowledge by participating in educational opportunities; reading technical publications and attending product specific training.
- Trained & qualified to perform Federal Motor Carrier vehicle inspections and recordkeeping.
- Trained & qualified to perform other types of equipment inspections
- Operates various test equipment and computerized record keeping systems
- Operates all the types of vehicles and equipment in the fleet
- Uses all types of shop tools such as, hoists, cranes, tire repair, welding, cutting, drilling, etc.
- Knowledgeable and follows all industry required safety procedures and VEC's safety policies.
- Act as VEC spokesman in area of responsibility.
- Coordinates fleet activities with VEC operations department
- Maintains shop areas in neat, clean and orderly manner
- Performs other duties and activities as may be assigned from time to time.

Preferred minimum Skills/Qualifications:

- High School Diploma
- Certified training in automotive, engine, or heavy equipment repair
- Experience in fleet and/or repair shop management
- Computer skills in word processing, spreadsheet, and data applications
- Written & oral communication skills
- Heavy lifting, climbing on and under equipment
- ND CDL & Medical certification and included in Drug & Alcohol testing pool