



Strong Foundation. Strong Future.

MINNEHAHA COUNTY
invites applications for the position of:
Fleet Supervisor

All applications must be submitted by 5:00 p.m. on the date the position closes.

SALARY: \$23.37 - \$25.16/Hour **OPENING DATE:** 06/16/17 **CLOSING DATE:** 07/07/17 05:00 PM

GENERAL INFORMATION:

The Minnehaha County Highway Department is accepting applications for the position of Fleet Supervisor to perform supervisory duties in the development, implementation, and management of fleet operations.

Please attach a cover letter and resume to the online application.

Consider a rewarding career that offers:

- Strong support from experienced staff
- Ongoing training and development opportunities
- Fantastic summer schedule - 4 day work weeks with F/S/S off!
- **Highly** competitive insurance rates for single, E+1, & family
- **Comprehensive benefits package** - paid holidays; health, dental, vision, and life insurance; generous PTO program; extended sick leave program; inclusion into the South Dakota Retirement System (SDRS); and a deferred compensation plan (*contact HR for more information at 605-367-4337*)

The hiring range for the position is \$23.37- \$25.16 hourly with salary growth potential to \$33.84 hourly. Consideration for appointment above the hiring range is dependent upon qualifications.

EXAMPLES OF DUTIES INCLUDE:

Develop, plan, organize, and implement the successful operation of the service and parts area for the Highway Department. Supervise and provide work direction to staff. Ensure compliance to safety standards. Communicate professionally with internal staff, vendors, and other government agencies regarding inquiries and complaints related to equipment maintenance and repair. Supervise, schedule, and direct work responsibilities for employees. Administer employee disciplinary measures. Conduct performance evaluations. Facilitate training of staff in equipment maintenance and repair. Inspect light, medium, and heavy equipment and assign, supervise, and instruct employees in the maintenance and repair of vehicles and equipment. Coordinate preventative maintenance program. Maintain equipment, shop, and storage facilities. Develop and oversee a computer based fleet management and work order inventory system. Direct and oversee procurement of equipment fleet and materials, supplies, and parts. Manage and coordinate specification writing, bidding, and contract administration for vehicles and equipment. Develop and maintain a fleet management program. Maintain cost information and analyze current and periodic reports. Assist in the development of the department fleet budget. Advise and make recommendations to the Assistant Highway Superintendent regarding the proper and efficient operation of the fleet including cost and operational analysis, development of performance standards, and the establishment of goals and objectives.

MINIMUM QUALIFICATIONS:

High school diploma or GED plus four years of progressively responsible and relevant work experience. Comparable combination of education and experience may be considered. Possession of a valid Class B Commercial Driver's License with air brakes endorsement and must maintain a safe driving record with Minnehaha County. Ability to obtain tank/hazardous materials endorsements. Must successfully complete pre-employment background process. Broad knowledge of the operation, maintenance and repair of diverse types of mechanized equipment, including light, medium, and heavy equipment. Skill in the use of tools, materials, and equipment common to automotive repair work. Advanced computer skills. Ability to plan and direct the work of others. Ability to respond to weather and road related emergencies on an on-call or call-in basis including during nights, weekends, and, holidays. Subject to 24-hour emergency call. Ability to understand and comply with verbal and written instructions and to maintain a variety of records. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies, and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Associates degree in related field with eight years of progressively responsible and relevant work experience. Class A Commercial Driver's License with hazardous materials endorsement. Automotive Service Excellence (ASE) Master Medium-Heavy Truck Certification. ASE Automobile and Light Truck Certification. Leadership and supervisory experience. Familiarity with fleet management software. Familiarity with working with unionized staff.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>

OUR OFFICE IS LOCATED AT:

415 N Dakota Avenue

Sioux Falls, SD 57104

605-367-4337 jobs@minnehahacounty.org

Job #17-57

FLEET SUPERVISOR

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Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.
