



# SAVANNAH

Human Resources Department

Human Resources Department  
1375 Chatham Parkway  
Savannah, GA 31405  
<http://www.savannahga.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:**

## **Equipment Maintenance Superintendent - Fleet Services**

*An Equal Opportunity Employer*

### **SALARY**

\$58,055.00 Annually

**OPENING DATE:** 02/05/21

**CLOSING DATE:** 03/05/21

### **PURPOSE**

**NEW DAY, NEW MINDSET, NEW FOCUS, NEW INTENTIONS AND NEW RESULTS!**

Are you seeking a rewarding career and the opportunity to work with a dedicated team to make a real difference in the Fleet Services Department?

The City of Savannah and its Fleet Services Department are currently seeking an experienced Equipment Maintenance Superintendent with unquestionable integrity who can demonstrate sound judgement and decision-making skills under all conditions. We seek a leader who possesses excellent verbal and written communication skills, the ability to evaluate situations while remaining calm, and the skills to think critically and make sound decisions.

As an employee in Fleet Services you gain a second family, a sense of belonging that no other career can offer, and spend your time helping others by making a positive impact within the Fleet Services Department.

We offer excellent Medical, Dental, and Vision Benefits, Wellness Programs, Education Reimbursement  
Deferred Benefit Contribution (457B), 11 Paid Holidays, Paid ASE Certifications, and Tool Allowance!

**Women, Minorities and Veterans Are Encouraged to Apply!**

As the Equipment Maintenance Superintendent you will be responsible for supervising the daily activities of the fleet maintenance shop and enforce safety standards.

### **ESSENTIAL JOB FUNCTIONS**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Enforces safety policies.
- Monitors work orders for number of open orders, status, and time.
- Assesses and adjusts shop priorities.
- Communicates with department heads, superintendents, and supervisors concerning vehicle repairs and replacements.
- Prepares and reviews specifications for vehicles, equipment, and supplies.
- Researches and schedules training opportunities for personnel.
- Researches industry trends;
- Researches developments in tools and equipment.
- Communicates with vendors concerning services, supplies, special needs, and compliance issues.
- Reviews reports for shop goals and budget amounts.
- Assists in equipment failure analysis.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Associate's Degree in Fleet Management; with two (2) years of experience in vehicle maintenance operations of which one (1) year of supervisory experience; or any equivalent combination of education, training, and experience.

Must possess and maintain a valid state **Class B commercial driver's license**.

Requires certification as a Master Vehicle Mechanic or Master Heavy Truck Mechanic through NIASE (National Institute for Automotive Service Excellence).

Emergency Vehicle Technician certification preferred

**Work Location: 6900 Sallie Mood Dr. Work Hours: 7:00 am - 4:00 pm**

### **Additional Requirements**

Background investigation, including supervised drug screen, post offer/pre-employment medical screen; and verification of education, certifications, and licenses required prior to employment.

### **ADDITIONAL INFORMATION**

- Knowledge of the city personnel policies.
- Knowledge of shop safety guidelines.
- Knowledge of the repair and maintenance of city vehicles and equipment.
- Knowledge of division software applications.
- Skill in the diagnosis and repair of equipment failures.
- Skill in developing short- and long-range plans.
- Skill in establishing priorities and organizing work.

- Skill in the training and supervision of personnel.
- Skill in the operation of computers and other modern office equipment.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

APPLICATIONS MUST BE COMPLETED ONLINE AT:  
<http://www.savannahga.gov>

EXAM #2106352  
EQUIPMENT MAINTENANCE SUPERINTENDENT - FLEET  
SERVICES  
LP

### Equipment Maintenance Superintendent - Fleet Services Supplemental Questionnaire

- \* 1. Do you have a valid Class B commercial driver's license?  
 Yes  No
  
- \* 2. Do you have an Associate's Degree in Fleet Management plus two (2) years of experience in vehicle maintenance operations plus one (1) year of supervisory experience?  
 Yes  No
  
- \* 3. Please indicate your education and experience level below. (This information must be included in the Work History and Education section of the application).
  - Associate's Degree in Fleet Management plus two (2) years of experience in vehicle maintenance operations plus one (1) year of supervisory experience
  - Bachelor's Degree in Fleet Management plus one (1) year of experience in vehicle maintenance operations of plus nine (9) months of supervisory experience
  - Master's Degree in Fleet Management plus six (6) months of experience in vehicle maintenance operations of plus six (6) months of supervisory experience
  - HS Diploma or GED plus two years technical school or college coursework in Fleet Management plus four (4) years of experience in vehicle maintenance operations plus two (2) years of supervisory experience
  
- \* 4. Describe your experience in vehicle maintenance operations to include assigning work to staff, evaluating and monitoring work and work orders, conducting performance evaluations, and providing training opportunities to staff.
  
  
  
  
  
  
  
  
  
  
- \* 5. Describe your experience communicating with internal and external customers and employees, departments and vendors concerning services, supplies, special needs, and compliance issues.
  
  
  
  
  
  
  
  
  
  
- \* 6. Describe your experience establishing goals for the shop and performance goals for staff.
  
  
  
  
  
  
  
  
  
  
- \* 7. Please indicate your supervisory experience level below.
  - 1 year or less
  - 1 year to 3 years
  - 4 years to 6 years

- 7 years or more
- None

\* Required Question