

FLEET SERVICES SUPERVISOR

Location: Delaware Memorial Bridge, New Castle, DE

Salary: \$66,880 to 78,682 annualized (Grade J)

Opening Date: January 3, 2022

Closing Date: Until Filled

I. POSITION SUMMARY

This supervisory position will assign, direct, and supervise the daily activities of the Delaware River & Bay Authority's fleet and staff at the Delaware Memorial Bridge Complex, a highly skilled and specialized workforce, at Authority locations as assigned. Reporting directly to the Senior Manager, this position is responsible for preventive maintenance, daily personnel assignment, budgetary control and monitoring for assigned equipment and facilities. This position may assist the Technicians in performing system service and support activities and, in critical or emergency situations, perform these activities directly. In the absence of the Senior Manager, this position may be required to act on his/her behalf. This position is required to be on call 24 hours per day to maintain continuous operations of critical fleet equipment, facilities and systems. This position also may supervise, either temporarily or permanently, employees as necessary for facility and/or weather emergencies.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises personnel, provides leadership, guidance, instruction, work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance
- Completes the Authority's time and attendance scheduling and first level approval for assigned personnel
- Identifies and limits purchasing of materials required for maintenance and project completion within Authority guidelines
- Supervises preventive maintenance programs; supervises seasonal facilities' support activities, including off-season servicing of equipment, systems, and infrastructure
- Ensures readiness and compliance with regulatory matters related to maintenance and assigned equipment and facilities
- Identifies required training (mandated and career development) for all maintenance employees and ensures compliance with established policies, procedures, and regulations
- Completes employee performance evaluations for assigned personnel
- Provides the highest level of customer service and professionalism to all internal and external customers
- Manages projects and programs to assist in accomplishment of established goals
- Provides in-depth review, analysis, and recommendations of critical and/or complex capital projects as assigned
- Maintains, supervises and develops electronic asset databases and Computerized Maintenance Management Systems as directed
- Assists with development of complex repair scopes of work and performance contracting programs and blanket purchase orders/requisitions
- Interfaces with regulatory and government agencies, vendors, contractors, and customers on matters related to fleet equipment, facilities and systems

- Manages systems to maintain records on equipment, inventories, and preventive maintenance activities
- Assists in the procurement process for performance, service and repair contracting
- Assists property management personnel with leased properties as directed
- Develops and tracks key performance indicators and other high level analysis and diagnostic reports

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management principles and fleet maintenance practices, procedures, and operations
- Knowledge of relevant local, state and federal regulations, and Authority protocols and procedures
- High level of technical knowledge within the specific field
- Knowledge and proper handling of hazardous materials associated with facility and fleet operations
- Supervise, develop, and motivate staff, by organizing, prioritizing, and scheduling work assignments in a complex operating environment
- Identify, develop, and implement strategic and tactical plans and solutions
- Establish and maintain effective working relationships with internal and external contacts such as outside vendors and contractors
- Ability to read, understand, follow and enforce safety procedures
- Effective oral and written communication skills

IV. REQUIRED EDUCATION AND EXPERIENCE

- High school diploma (or equivalent) or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, Associates Degree preferred
- Seven (7) years of experience in transportation or maintenance operations, including direct supervision of fleet maintenance workforces with increasing levels of experience; ten (10) years preferred
- Vocational training preferred including successful completion of a federal, state or industry trade-approved fleet service and management program; or successful completion of ASE management program

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid CDL A driver's license with tanker endorsement and medical card
- TWIC

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Must be willing and available for duty at such hours, day or night, as may be required in order to maintain continuous operation of the Authority's facilities
- Must be willing and available to respond to emergency situations and effectively lead the Department in completing duties to maintain or restore operational capability as an essential employee
- Must be willing and available to supervise employees during weather emergencies, critical projects and other times as directed as an essential employee

- Other duties as assigned

If you are interested in applying for this position, current full-time employees may log in to the Employee Self Service System (ESS) and complete an application. A resume must be attached to the application.