

## **CLASS TITLE: SUPPORT OPERATIONS SUPERVISOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision manages and performs technical and supervisory work involving the operation and maintenance of fuel distribution and vehicle wash facilities within the Equipment Management Department and other related assigned duties.

### **ESSENTIAL TASKS:**

- Manages the City-wide fuel management program
- Supervises the work of subordinates involved in the storage and distribution of vehicle fuels, lubricants, and service parts
- Directs and controls the operation of vehicle wash facilities for light vehicles and heavy equipment
- Performs and directs maintenance, adjustment and repairs of mechanical systems involved in fuel and wash systems
- Assigns and trains personnel involved in fueling service, minor vehicle repair, tire repair, and general maintenance on buildings and equipment
- Plans, schedules, and directs a program of preventive maintenance on mechanical equipment
- Orders fuel, lubricants, and other service items and monitors inventory levels for reorder
- Evaluates employee performance and oversees operating personnel/payroll needs
- Maintains procedure and inventory records relating to fuel and wash facilities operation
- Coordinates maintenance with outside contractors and deals with various departments on support matters
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in a related field, and three (3) years of progressively responsible experience in vehicle service center operation and maintenance, stationary mechanical systems repair, or inventory systems maintenance; or a bachelor's degree in a related field and one (1) year of experience in vehicle service center operation and maintenance, stationary mechanical systems repair, or inventory systems maintenance, or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a one step pay increase following completion of all required testing that results in obtaining Class A Operator Certification with the Oklahoma Corporation Commission.

Employee will be eligible for an additional pay step following completion of one of the following: Automotive Fleet Specialist through the National Association of Fleet Administrators; and Certified Alternative Fuel Compressor Technician with the State of Oklahoma.

Failure to maintain certifications from which a pay step increase results will result in loss of pay step.

Knowledge, Abilities and Skills: Good knowledge of the principles and techniques employed in fuels inventory storage; good knowledge of varied skilled and semi skilled maintenance work; and good knowledge of the hazards and safety precautions of the work. Ability to direct a group of workers performing maintenance and service tasks; ability to maintain accurate written records, and communicate effectively both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificate: Possession of an applicable Commercial Driver's License (CDL), a Compressed Natural Gas (CNG) License, and a Storage Tank Inspector's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and may be exposed to hazardous materials.

**Class Code: 1167**

**EEO Code: E-07**

**Pay Code: EX-28**

**Group: Labor and Trades**

**Series: Labor and Trades Supervision**

**Effective date: February 19, 2018**