



## GREATER NAPLES FIRE RESCUE DISTRICT APPLICATION HIGHLIGHTS

Greater Naples Fire Rescue District is accepting applications for the position of

### Fleet Supervisor

#### [Application Click Here](#)

#### Requirements:

- High School Graduate or equivalent
- Five years of supervisory experience in the field of automotive and heavy equipment/machinery maintenance and repair, or an equivalent combination of education, training, and experience
- The Fleet Supervisor must be a capable leader with the ability to organize, train and supervise personnel.
- The right candidate must possess: extensive knowledge in the field of Fleet analytics with the ability to work independently, operate various automobiles, light and heavy trucks, mechanical equipment, and fire apparatus, skill in inspecting, diagnosing and repairing mechanical problems, ability to operate office equipment and knowledge to access, operate and maintain various software applications. Have the ability to manage multiple tasks and achieve deadlines under pressure, handle sensitive information with the highest degree of integrity and confidentiality while maintaining professionalism and a positive service attitude at all times.
- Must possess: a current Florida Driver's License of a class which allows for the operation of fire apparatus and other Fire District Vehicles
- Signed and Submitted Tobacco Free affidavit
- Position is full-time- Must be able to work Monday through Friday
- Physical requirements frequent lifting, positioning, and carrying of equipment up to 50 pounds

Salary Range \$63,563-69,375 dependent on qualifications, attractive benefits package including, medical, dental, vision, and life insurance, paid vacation and personal days and inclusion in the Florida Retirement System. EOE employer.

#### **All applications must be hand delivered in a sealed envelope or mailed to:**

**Greater Naples Fire Rescue District**

**Attn: HR / Fleet, 14575 Collier Blvd. Naples, FL 34119**

*Faxed or emailed applications will not be accepted.*

Incomplete applications will not be processed. Please attach copies of certificate(s) and/or degree(s) pertinent to position. To claim Veteran's Preference, a copy of your DD214 (long form) must be submitted at time of application. Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.

#### **Application deadline: Open till filled**

Additional requirements if selected for an interview may include: an oral interview, a written test, a background check, submitting a Drivers License Record, and/or passing a pre-employment physical including a drug screen test.

Email questions to: [dschwarz@gnfire.org](mailto:dschwarz@gnfire.org)

<b>Greater Naples Fire Rescue District</b>	
<b>Job Classification</b>	
<b>Position Title:</b> Fleet Supervisor	
<b>Rank:</b> Branch Supervisor	
<b>Section Assignment:</b> Logistics	
<b>FLSA Status:</b> Non-Exempt	<b>Probationary Period:</b> 1 year
<b>Approved By:</b> K. Schuldt, Fire Chief	<b>Date:</b> 5/11/2016

**1. Introduction:**

The Fleet Branch Supervisor for the Fire District serves as the supervisor in charge of the daily fleet maintenance functions for the organization, including the supervision of all mechanics assigned to the branch.

**2. Summary Description:**

The Fleet Branch Supervisor will plan, organize and manage vehicle maintenance operations of the District, provide maintenance and repair of all apparatus, staff and support equipment ensuring proper operation and availability of all vehicles and related equipment. The Fleet Branch Manager must be a capable leader with the ability to organize, train and supervise personnel.

**3. Nature of Work:**

To manage, plan, and supervise shop-level maintenance for all automotive and mechanical equipment. Manages a minimum staff of three personnel. To perform early intervention of damage repair to prevent more expensive repairs in the future. To maintain all systems to ensure that they are operating efficiently and maintained so that early replacement will not be necessary. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

**4. Physical Requirements:**

Heavy physical stress on back. Involves frequent lifting over 50 pounds, often combined with bending, twisting, working above ground, under vehicles, or on irregular surfaces.

May require very frequent lifting, positioning, and carrying of automotive assemblies, tools, and equipment weighing 30 to 50 pounds and heavier, Items in excess of 70 pounds are normally hoisted by mechanical devices or involve more than one person.

May requires prolonged standing on concrete floors and working in cramped or awkward positions.

The employee must be able to operate fire apparatus or other vehicle on a daily basis.

**5. Illustrative Tasks:**

The Fleet Branch Supervisor prioritizes repairs to meet the needs of the District.

Manages the inspection of vehicles to determine necessary repairs, assign work to department technicians or qualified vendors.

Establish and maintain procedures, standards and guidelines for the maintenance and repair of all department apparatus, staff and support equipment.

Review and evaluate work upon completion to ensure high quality work standards

Help technicians diagnose problems that they are unable to find or are not knowledgeable of the proper troubleshooting technique.

Supervises the in house and out of house training for technicians.

Recommend design and layout of shop facility.

Identify and assist with the purchase of necessary shop equipment.

Manage appropriate record keeping systems to reflect activities associated with the inspection, maintenance and repair of department vehicles and equipment.

Supervise the preparation and maintenance of associated cost records.

The Fleet Branch Supervisor develops and executes the budget for assigned areas of responsibility, review and approves expenditures of funds in a prudent and responsible manner, assists in the preparation and recommendations for specifications of new equipment, apparatus and supplies.

Assists District apparatus committee members in preparing vehicle purchase specifications.

Manage the inspection of all new vehicles upon delivery ensuring compliance with purchase order specifications and proper operation conditions.

Manage the development of schedules and work programs for personnel, maintains adequate staffing levels for functional units under his/her authority, maintains adequate inventory and supplies for the all functional units of the Fire District, conducts meetings as needed with appropriate staff to coordinate programs and provide communication to all levels; counsels and provides career development for immediate subordinates.

Recommend various personnel actions including, but not limited to hiring, performance appraisals, and promotions.

Implement and manage a warranty claims program through equipment manufactures.

Manage parts inventories at acceptable levels; manage parts inventory, disbursement and receipt.

Responsible for the safety of service technicians and maintaining a safe working environment in the shop area.

Responds when needed to emergency incidents and disasters to assist the officer in charge.

The Fleet Branch Supervisor manages the regular inspections of Fire District apparatus and equipment to ensure an optimum state of operational readiness is maintained at the highest level at all times.

Promotes a professional and harmonious goal-oriented attitude within the District to resolve conditions which impair this achievement.

#### **6. Supervisory Responsibilities:**

Exercise authority throughout the Fire District as defined by the chain of command.

Responsible for the overall direction, coordination, and evaluation of assigned work unit(s).

The Fleet Branch Supervisor carries out supervisory responsibilities in accordance with the organization's policies and applicable governing documents.

Manage, supervises and controls work load of service technicians.

The Fleet Branch Supervisor is responsible for interviewing, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**7. Required Knowledge, Skills and Abilities (KSA):** To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following descriptions are representative of the knowledge, skill, and/or ability required.

Possess knowledge of Federal, State, Local law, County ordinances, and Fire District governing documents.

Possess the knowledge of the methods of materials, tools and standard practices of the automotive mechanic's trade, to include but not limited to electrical systems, principles of gasoline and diesel fuels internal combustion engines, minor paint and body repairs, transmission and drive trains, etc.

Demonstrate the ability to effectively diagnosis, repair and perform preventative maintenance of standard motor vehicles, marine apparatus, emergency vehicles, and small equipment.

Skilled in use of tools, machines and testing instruments of the mechanics trade.

Ability to apply knowledge and skills in an industrial shop setting

Demonstrate the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Demonstrate the ability to exercise sound judgment in stressful situations.

Demonstrate the ability to promote a positive morale among the operational personnel.

Demonstrate the ability to delegate workload equally and perform his/her share without intervention of superiors.

Possess the ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents.

Possess the knowledge and demonstrate the ability to work with mathematical concepts such as probability and statistical inferences. Possess the ability to apply concepts such as fraction, percentages, ratios, and proportions to practical situations.

Demonstrate the ability to define problems, collect data, establish facts, and draw conclusions. Be capable of interpreting extensive technical instructions and to deal with several abstract and concrete variables.

Possess the skill and demonstrate the ability to work cooperatively with others, build consensus and achieve organizational goals.

Demonstrate the ability to effectively present information to the Fire Chief, members of the management team, public groups and/or the Board of Fire Commissioners.

Demonstrate effective communications skills and maintain the ability to address individual or group needs while meeting the goals of the greater organization.

## **8. Requirements and Qualifications:**

High School diploma or equivalent.

Minimum 5 years' experience supervising in automotive/ fire apparatus maintenance field.

Must possess and maintain a valid Florida Driver license of a class which allows for the operation of fire apparatus and other Fire District vehicles

Shall demonstrate a record of attendance at further training to maintain current knowledge in all areas of his/her job by attendance at recognized seminars, conferences and training programs.

Master Level Certification in Automotive Service Excellence (ASE) Automotive and Truck Certificate Programs: preferred

Master Level Certification in Emergency Vehicle Technician (EVT) Certificate Program:  
preferred

Continued education in the Emergency Vehicle Technician (EVT) Certificate Program will be  
given preference

General knowledge of computer related programs to include but not limited to Microsoft,  
Outlook, Excel and other maintenance related programs. General knowledge of the telephone  
system.



**GREATER NAPLES FIRE RESCUE DISTRICT**  
POLICIES

Approved:  
2/12/2014

POLICY # 901.4

Revised:

**Smoke and Tobacco Free Workplace**

## **Purpose**

To provide for the implementation of a smoke and tobacco free workplace.

It is the practice of the District to comply with all federal, state and local ordinances regarding smoking of tobacco products in the workplace. This practice is made pursuant to the mandates of the Florida Clean Indoor Air Act.

It is the desire of the District to promote a healthy environment for workers and the public and to reduce insurance and other costs related to health problems and illnesses which may be caused by or exacerbated by exposure to tobacco.

## **Policy**

It is the policy of the District to provide a safe and healthful work environment. Smoking or use of tobacco products or electronic smoking devices is prohibited in any District facility or on any District campus. This policy shall apply equally to employees. At no time shall any employee use tobacco products while on duty or in any District workplace.

Smoking or use of tobacco products is prohibited in all District vehicles.

Smoking is prohibited to all visitors or members of the public at all times in all public places, at all public meetings and in all enclosed areas within any District facility.

All responsible parties shall take immediate action with respect to any reported violations occurring within District buildings and to take any actions and follow any procedures that are necessary and proper to cause any violations to cease, including disciplinary, legal and/or administrative remedies.

The District shall post signs in all District facilities and campuses indicating that smoking and the use of tobacco products is prohibited pursuant to the Florida Clean Indoor Air Act.

The Fire Chief or designee shall strictly enforce this prohibition administratively on behalf of the District.

All violations shall also be considered a violation of District Policy and the Florida Clean Indoor Air Act, Florida Statutes, and will be subject to disciplinary action.

Definitions: The following terms shall have the meanings indicated:

ORIGINAL SIGNED  
BOFC

DISTRICT FACILITY- Any building or any portion of any building owned by or leased to the District and used for governmental purposes.

DISTRICT VEHICLE- Any vehicle owned, leased or operated by the District and used for governmental purposes.

PUBLIC PLACE- The term shall mean all enclosed, indoor areas used by the general public in any District building, all external dining areas, and all areas located within 30 feet of an entrance of any District building. The term "public place" does not include areas which are not used by the general public.

SMOKING- Possession of a lighted tobacco product or electronic vapor device.

TOBACCO or TOBACCO PRODUCTS- Tobacco of any kind, including the use of smokeless tobacco, "spit" tobacco, electronic cigarettes, cigars, cigarettes, pipes or any other smoking material or device.