



Job Description Example
Superintendent

Position Description

Job Title: Transportation Superintendent

Department: Utility Services

Reports To: Transportation Manager

FLSA Status: Exempt (Salaried)

Date

Issued/Revised:

General Summary

The Transportation Superintendent position is responsible for efficient and cost effective maintenance of Companies fleet and associated power equipment. This includes scheduling vehicle and equipment maintenance. Scheduling and supervising mechanics time in the most efficient manner. Scheduling required annual inspections and insuring that equipment is always in safe operating condition. See that all vehicles and equipment meet all required Federal and State laws. Monitor and update maintenance software system to ensure proper record keeping and cost tracking on all pieces of equipment. Provide support and advise Transportation Manager on issues dealing with garage operations and vehicle maintenance/replacement.

Responsibilities

1. Comply with established companies safety and/or operating rules, procedures, and guidelines; and be responsible for co-workers under your guidance.
2. Maintain and coordinate all facets of vehicle maintenance and repair to ensure proper operation of their intended use at all times.
3. Directs purchasing of repair parts and maintain adequate inventory in a cost effective manner.
4. Directs efficient operation of transportation garage
5. Responsible for keeping a clean and safe garage work environment.
6. Maintain vehicles and equipment within the requirements of all State and Federal Laws.
7. Delegate's responsibilities to those supervised, understanding he/she is responsible for the results obtained.
8. Maintains records on vehicles and ensures efficient billings of outside work.

9. Document, direct and dispose of all hazardous waste material generated by the transportation department in accordance with all company, county, state and federal requirements.
10. Maintains and updates a procedure manual of all essential functions of the garage operations.
11. Apparent or Assigned: Perform related work as apparent or assigned.

Supervision/Direction of Others

1. Supervises: 2 Lead Mechanics, 3 Mechanics and a Part-Time Mechanic
2. Directs: Staff on vehicle and equipment purchases and repairs

Position Specifications

Educational Experience

- High School education or its equivalent is required, two years vocational school or a minimum of five years of job-related work experience.
- Specific mechanic certification is desired.
- Supervisory training is required.

Key Competencies

- Must be able to maintain a large fleet of vehicles and equipment.
- Must have the ability to follow directions and follow through accurately.
- Must be able to coordinate and facilitate several functions simultaneously.
- Must have working knowledge of hydraulics and both gas and diesel engines.
- Must be able to direct staff in efficient manner.
- Must be able to communicate with suppliers and internal customers.
- Must have basic computer skills.
- Pursues personal development competence and confidence. Actively participates in training and meetings.
- Required to possess a valid Minnesota Driver's license.
- Answers customer's inquiries effectively by providing accurate, meaningful, and courteous responses to questions, in a timely manner.
- Supports teamwork by providing effective participation, cooperation and communication.
- Must be innovative in order to creatively develop new solutions to problems. Seeks, recommends, develops, supports and encourages new ideas.

Working Conditions

The Transportation Superintendent position requires regular and punctual attendance. Variations to the work schedule need to receive the supervisor's approval.

Extra work hours are required when necessary or when workload requires.

The Transportation Superintendent may be required to attend training seminars in and out of company headquarters and service territory.

The Transportation Superintendent may be occasionally exposed to chemicals and fumes such as paint from a spray can and exhaust from moving machinery.

Physical Demands

1. Lifting/Carrying
The employee will occasionally lift and carry boxes of paper and files up to 20 pounds.
2. Reaching
There will be frequent reaching by employee both above shoulder and at waist level in order to get files from drawers, retrieve printouts and to get items from desk.
3. Pushing/Pulling
Frequently the employee will have to push and pull drawers in order to get files.
4. Climbing
The employee is not normally required to climb.
5. Twisting/Rotating
Twisting and rotating from the neck, waist, and shoulders are required on a frequent basis in order to get files and to reach for items on desk.
6. Stooping/Bending/Squatting
Bending from the waist, stooping and squatting are required only on an occasional basis.
7. Kneeling
The employee is not normally required to kneel, unless required by filing on an occasional basis.
8. Standing/Walking/Sitting
The majority of the day (90%) the employee will be sitting while working on the computer, phone and in meetings. Of the remaining time, 5% is spent talking to co-workers and walking to meetings, while the other 5% is spent talking to co-workers while standing.
9. Talking/Hearing
Talking and hearing will be required by the employee in communicating frequently on the phone or in person with customers, vendors, contractors, co-workers and other businesses.
10. Eyesight
Eyesight is needed when working on the computer or from written documents and utilizing office equipment throughout the day. Color, depth perception and peripheral vision may also be needed.
11. Handling
The employee must be able to handle a variety of office tools and equipment such as copier, phone, fax, stapler, computer, paper, paper cutter, and calculator.
12. Working Above Ground
The employee is not normally required to climb above ground.
13. Foot Controls

The employee does not normally operate foot controls with the exception of operating an automobile for transportation.

(All duties should be considered essential functions per the Americans with Disabilities Act.)