



## Fleet Supervisor Job Posting

*Would you like to work for a local organization making a difference? Do you enjoy ensuring work-flow processes are efficient and economical? Are you a collaborative team leader?*

*Check out the Fleet Supervisor position below:*

Valley Regional Transit is looking for someone who will be responsible for overseeing transit asset management activities and maintaining the organization's fleet of vehicles in compliance with Federal, State, and Local Regulations. Reporting to the Operations Director, the **Fleet Supervisor** plans shared vehicle fleet maintenance, directs daily activity of Specialized Transit Coordinator, and assists with procurement of rolling stock and equipment.

The ideal candidate will possess a bachelor's degree in business management, facilities and/or fleet management, or a related field; or five (5) years of work experience in fleet or asset management; and be able to communicate effectively at all levels of an organization. Strong understanding of facilities, equipment, and asset management and proficiency in Microsoft Office applications and mobile technologies are required.

Valley Regional Transit (VRT) is the regional public transportation authority for Ada and Canyon counties in southwest Idaho. Its main responsibilities are to coordinate transit services in the two-county area and develop and implement a regional public transportation system.

VRT owns the public bus system that provides service in Boise/Garden City, and contracts with a private firm to manage its operations. In addition, VRT contracts for transit services in Nampa/Caldwell and between Ada and Canyon Counties.

**To apply for this position, please send your resume and cover letter of interest to [jobs@calyx-weaver.com](mailto:jobs@calyx-weaver.com).**

**Want more information? Read on:**

### **RESPONSIBILITIES:**

- Evaluate performance and align necessary resources to develop and motivate team to achieve results
- Transit asset activities, which may include asset management scoring, vehicle leasing, repair or replacement of rolling stock and equipment
- Ensure proper vehicle specifications when procuring vehicles to meet needs of agency, while working with other departments to complete scope of work
- Participate in annual budget development for staffing, maintenance, vehicles, and equipment
- Research products, practices and services that could help Valley Regional Transit to be more efficient and productive while reducing expenses

- Strong verbal, written, interpersonal, and computer skills
- Maintains a professional and courteous demeanor at all times
- Determine cost-effective ways for repairs and services
- Monitor and approve expenses to stay within determined budget
- Considerable knowledge of fleet maintenance tasks
- Provides technical input for fleet repairs and facilities maintenance/construction
- Perform technical tasks relative to the maintenance and repair of vehicles and equipment
- Organize and maintain maintenance records to ensure on-time inspections
- Develop, review, update and manage plans, policies and procedures
- Ability to analyze problems and identify solutions
- Ability to promote a safe work environment
- Identify and address safety issues
- Conduct inspections of fleet and equipment for annual transit asset management scoring
- Ensure compliance with applicable federal, state and local regulations and requirements
- Attend and participate in meetings
- Performs other related duties as assigned

**MINIMUM QUALIFICATIONS:**

- Possess a bachelor's degree in business management, facilities and/or fleet management, or a related field; or five (5) years of fleet or asset management work experience
- Strong understanding of facilities and equipment management
- Proficiency in Microsoft Office applications and mobile technologies are required
- Must be able to complete tasks efficiently with numerous interruptions
- Must be able to react quickly to changing priorities
- Strong verbal and written communication skills
- Knowledge of Federal Motor Carrier Safety Administration regulations
- Knowledge of Federal Transportation Administration regulations
- Ability to forecast needs based upon budgeted dollars
- Ability to be patient and understanding with others
- Ability to research and interpret laws and regulations

**Salary:** Begins at \$50,000.00 per year with consideration given for experience.

**Benefits:** Health, Dental, and Vision Insurance. Holiday pay, sick and vacation leave. Disability and PERSI retirement plan.

**Deadline to submit interest in position is Sunday, September 13 at 11:59 pm (MST).**

**Valley Regional Transit is an equal opportunity employer.**