

**MAJOR FUNCTION**

This is an administrative and technical supervisory and specialized technical work in the operation of a parts facility, automated fuel facilities, fuel satellites, fuel delivery, and vehicle commercial repairs. An employee is also responsible for the Petroleum Storage Compliance and Remediation Program to ensure the City complies with all local, state, and federal rules and regulations regarding the use and storage of petroleum products. Work is performed under the general direction of the Fleet Director, however, the employee is expected to exercise independent judgment. Work is reviewed through conferences, reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Supervises and coordinates work of subordinates in the procurement, storage, and issuing of materials and fuel at the parts facility. Reviews purchase orders to ascertain that items are properly received, delivered and receipted prior to recommending payment. Receives price quotations, researches new items, performs monthly close-outs. Supervises the work of subordinates maintaining appropriate records of all material and fuel stores inventory transactions. Supervises and instructs the work of subordinates engaged in annual or special inventories of stock. Supervises and assists with vendor rotation, bids, and verifying proper repairs to vehicles performed by outside vendors. Supervises fueling station operations including automated fuel systems, remote sites, and delivery of fuel. Coordinates the Petroleum Storage Compliance and Remediation Program that oversees the removal and/or upgrading of all City owned underground and aboveground fuel storage tanks. Reviews existing sites utilizing petroleum products and provides necessary oversight to ensure regulations are adhered to within established guidelines. Coordinates the retrofitting of all sites not in compliance so that each is rehabilitated to an acceptable condition based on Department of Environmental Protection criteria. Assists in resolving contamination problems at sites having a discharge of petroleum or petroleum products by the completion of all necessary reports, plans, schedules, documents and forms. Assists with design specifications for planned or new sites to ensure they comply with all state and federal requirements for petroleum products facilities. May serve as project manager during construction or excavations. Assist in the preparation of City Commission Agenda Requests and provide cost estimates. Recommends hiring, transfer, promotion, grievance resolution, discipline and discharge of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares and monitors section budget and expenses. Performs related work as required.

**Other Important Duties**

Responsible for providing facilities, services, and material in support of emergency situations, participates in the development and implementation of the emergency plans. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of warehousing methods, safety precautions and procedures used in the receipt, storage, handling and control of vehicular parts and equipment. Considerable knowledge of storekeeping records and procedures. Considerable knowledge of vehicular parts and equipment. Considerable knowledge of procurement sources of parts and equipment and their substitution. Considerable knowledge of the operation and repair of automated fuel system; laws, rules and procedures applicable to fuel storage tanks. Considerable knowledge of the storage, handling, and disposal of hazardous petroleum products and knowledge of contamination site cleanup criteria. Ability to plan, assign and supervise the work of subordinate employees. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to keep stock records and prepare stockroom reports. Ability to communicate clearly and concisely, orally and in writing.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration or related field is preferred and five years of experience that includes warehousing, purchasing or supply activities, storekeeping, stock control or inventory material management, or coordination of a petroleum storage compliance and remediation program; or an equivalent combination of training and experience. One year of supervisory experience is also required and may be part of any of the aforementioned experience.

Necessary Special Requirement

Must possess the appropriate State Commercial Driver License (CDL) and endorsement(s) at the time of appointment, or must have passed the appropriate written CDL test/endorsement(s) and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment as a condition for continued employment.

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