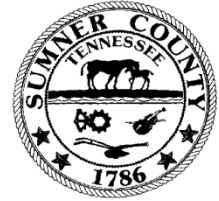




## SUMNER COUNTY EMS Fleet Manager Position



**Sumner County EMS is seeking qualified applicants for the Position of Fleet Manager.**

**The Fleet Manager job description is detailed below:**

**DEFINITION** This single-position class is characterized by the responsibility to manage the Sumner County EMS Department's fleet of vehicles.

Under general direction plans, organizes, manages, and directs the operation of the department's vehicle fleet services, which includes the ambulances, command vehicles, fleet vehicles and equipment maintenance and repair shop; and performs other related duties as required.

This position is responsible for the ordering, procurement and purchasing of parts and supplies necessary for the efficient operation of the fleet maintenance department. All bidding, ordering, quoting and purchasing of equipment and supplies and accounting practices shall follow the purchasing requirements of Sumner County.

**EXPERIENCE AND TRAINING REQUIREMENTS** High school diploma or GED AND seven years journey level automotive or truck repair; OR two years of fulltime experience managing fleet operations; OR an equivalent combination of experience, education and certification.

**LICENSE OR CERTIFICATES** A valid State of Tennessee driver's license is required at the time of appointment and shall be maintained throughout employment.

Certification by the National Institute for Automotive Services Excellence as an ASE Master Mechanic for medium duty/diesel is required or must be obtained within 6 months of hire.

Certification by the Emergency Vehicle Technician Certification Commission, Inc. as an EVT Master Technician for Ambulances is preferred.

All licenses and certifications required to be kept current and maintained for continued employment.

**SUPERVISION EXERCISED** This position exercises supervisory responsibility over the "Mechanic" and/or "Mechanic Helper" position, and/or any other positions as assigned in conjunction with the maintenance of fleet vehicles.

**EXAMPLES OF DUTIES** (The following is used as a partial description and is not restrictive as to duties required.)

- Prioritizes, schedules and performs timely maintenance and repairs on fleet of EMS vehicles, equipment and apparatus to ensure a state of readiness for emergency response.
- Locates and purchases parts, supplies and equipment necessary to perform repairs and modifications.
- Contracts with outside vendors to perform repairs that are: outside of the scope or available time of the EMS fleet department.
- Identifies and maintains an inventory of parts, supplies, tools and equipment necessary to perform repairs.
- Responds to large emergency events to oversee apparatus operations, including evaluation and repair apparatus and equipment as needed.
- Assists in the preparation of the budget; maintains budgetary control over supplies and equipment.
- Develops apparatus maintenance and repair programs; supervises and oversees personnel in the inspection and maintenance of apparatus and equipment; coordinates maintenance and repairs on tools and equipment; ensures all maintenance records are completed and filed; maintains knowledge of operation and maintenance; develops and applies fleet management programs, writes apparatus and equipment specifications; assists in purchasing of fire apparatus and equipment.
- Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.
- Perform any other duties as assigned by Management or necessary to complete repairs.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS** Knowledge of: Emergency medical response vehicles, apparatus and equipment laws, statutes, rules, regulations, practices and procedures. Proficiency in Vehicle and equipment maintenance, diagnosis, repair, design and fabrication methods and practices. Knowledge of and adherence to: Federal, State, and County emergency service rules and regulations. Knowledge of Specialized electrical and hydraulic systems. Ability to effectively use Computers and related equipment, hardware and software for preparing reports, maintaining inventory and tracking repair records. Knowledge of Basic OSHA safety rules and procedures.

Skill in: Applying the ASE Master Mechanic training when troubleshooting, diagnosing and repairing EMS department fleet vehicles.

Employing the training elements of the ASE Master Mechanic when performing job duties. Demonstrating the training elements of the EVT Master Technician training when performing job duties.

Ability to: Communicate effectively, both orally and in written communications. Provide program direction to staff engaged in equipment repair and maintenance. Plan, organize, administer and evaluate the work of staff.

Manage fleet budget. Resolve moderately complex problems encountered in performance of work assignments.

Research and prepare materials, apparatus, and equipment specifications for bid and construction process.

Assist in, and performs duties of contact person for bid evaluations and administration of construction projects. Design and fabricate equipment modifications to meet changing needs of the EMS department. Locating and obtaining repair equipment, tools and supplies.

Establishing and maintaining effective working relationships with others.

Perform annual inspection of vehicles to meet the Office of EMS, Department of Transportation, National Fire Protection Association and Federal KKK Specifications for the Star of Life Ambulances.

Ensure fleet maintenance shop equipment, practices and procedures meet Occupational Safety and Health Association (OSHA) requirements.

List hazardous supplies in the Safety Data Sheets (MSDS) book, and properly labels and stores supplies.

**SPECIAL REQUIREMENTS** (Essential duties require the following physical skills and work environment.) Work involves extended workdays outside the regular working hours to respond, manage and repair fleet vehicles and apparatus during emergency response incidents. Work requires data entry, lifting, carrying and transporting equipment and tools and supplies weighing up to 50 pounds. Vision and hearing is required to perform essential functions. Work is performed in office, repair shop and field environments. Work may involve potential exposure to extreme weather conditions, extreme heat, hazardous chemicals and materials, emergency disaster situations, body fluids, infectious diseases and air and water borne pathogens when repairing and maintaining emergency vehicles and equipment during large emergency events. The position requires the safe use and operation of a County EMS vehicle. All applicants will be required to pass a thorough medical examination. Applicants will be required to undergo a background investigation prior to being considered for employment.

**SALARY: Dependent on Experience and Qualifications**

All qualified candidates are encouraged to submit a resume and letter of interest to Amy Summers: [asummers@sumnerems.org](mailto:asummers@sumnerems.org) Applications can be submitted immediately and will be accepted until the position is filled.

[Click Here To Apply!](#)