

Vehicle and Equipment Maintenance Supervisor 2021

Requirements:

- Must be able to work multiple weekends throughout the season.
- Must be able to work week day hours of 7:00AM - 5:30PM, adjusted for working weekends to total a 40 hour work week.
- Must be able to work directly with the Director of Maintenance to ensure a properly maintained and operational vehicles and equipment.
- Strong communication skills and the ability to maintain a vehicle and equipment fleet and shop space to VIR appearances and standards.
- Knowledge of all makes and models light vehicles, deisel and gas operating systems, lawn mowers and weed eaters and heavy equipment is a plus.
- This job is labor intensive with heavy lifting, standing and prolonged times in the elements.
- On occasions you will serve as Weekend Manager in the annual rotation schedule.
- Must have the ability and knowledge to operate machinery in multiple environments.
- Must have mechanical knowledge and the ability to fix equipment in a reasonable time frame that exhibits standard industry best practices.
- Must develop and adhere to operating budgets for maintenance and repair of vehicles and equipment.
- Need to have customer services qualities that will enable this person to develop and cultivate working relationships with parts and service vendors.

Responsibilities:

- Vehicle and Equipment Maintenance:
 - Ensure VIR fleet vehicles are operational, clean and up to date on maintenance needs.
 - Ensure any tagged vehicles have current inspection stickers.
 - Maintain all VIR ambulances in state required code.
 - Ensure VIR equipment that is used by employees are operational, safe, clean and up to date on maintenance needs.
- Maintenance Shop:
 - Keep shop area organized and clean.
 - Keep office area organized and clean
- Maintenance records, purchasing and documentation:
 - Be able to respond to work order requests in a timely and efficient matter
 - Be able to source the market for the best possible and most cost efficient parts
 - Be able to document all repairs and services on vehicles to create a service history.

The items listed above are the priority, but do not exclude you from being a VIR World ambassador at all times and offering assistance to all VIR programs/employees when they are in need.