



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 8332

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**FLEET & EQUIPMENT SERVICE SUPERVISOR**

GRADE J

**SCOPE OF WORK:**

Work involves activities associated with the management of a centralized shop responsible for maintenance and repair of a variety of automotive equipment, including light and heavy duty vehicles, industrial equipment, etc.

**DUTIES PERFORMED:**

- Plan, prioritize, schedule, and assign work; monitor and evaluate work performance; provide guidance and training.
- Oversee the purchase and inventory control of parts, fuel, oil, etc.
- Ensure safety, cleanliness, and upkeep of the shop and other buildings, as well as the yard.
- Provide guidance and direction to service technicians in diagnosing equipment problems and determining solutions.
- Create and maintain equipment service schedules.
- Assist with budget development regarding shop operations; monitor shop expenditures to ensure operations within budget.
- Complete and approve required forms and records, such as equipment repair orders, purchase orders, time records, etc.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires completion of a two-year curriculum in automotive or diesel/industrial equipment technology and five years of work experience performing duties similar in scope and complexity as those of a Fleet & Equipment Technician III. Completion of a three-year master technology program will substitute for the two-year education requirement and one year of the required work experience. Work experience performing duties similar in type and complexity to those listed may substitute for the educational requirement on the basis of two years of work experience for one year of education.

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Eff. Date: 10/74 (Motor Vehicle Shop Foreman)

Rev: 02/84 – Updated format, added a level

Rev: 04/97 – Revised series, re-titled to Fleet & Equipment Service Supervisor,  
changed minimum qualifications, deleted I level

Rev: 04/03 – Reviewed and changed grade

Rev: 07/12 – Conversion to Hay System