

NOTICE OF JOB OPENING

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Posting Begins	January 20, 2022	Posting Ends	February 2, 2022
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Position Title	PROGRAM SUPERVISOR
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Department	Public Works	Division	Fleet
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	
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BRIEF JOB DESCRIPTION: Responsible for tracking customer service goals, assisting with long-range Fleet Division plans, monitoring, and evaluating services' efficiency and effectiveness. This position manages staff and work schedules to effectuate the most productive and cost-effective use of time. Ensures all work is performed in compliance with established policies and procedures as well as applicable safety regulations. Performs diagnostic functions on hydraulics, electrical, diesel, pneumatics, fabrication, etc. Plans and establishes operational guidelines for scheduled and unscheduled vehicle/equipment repairs and maintenance. Responds to a variety of inquiries and requests from other departments concerning fleet operations and services and maintains regular contact with vendors. Manages complete vehicle accident program, repairs to the Fleet Campus building and complex. Administrates the Fleet Complex SWPPP plan. Operates, test and helps train on equipment and vehicles. Assists in the preparation of specifications for new vehicle equipment and develops cost analyses and recommendations.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and five years of increasingly responsible related program experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Valid Kansas Driver License is required with a minimum of CDL Class B. Mechanical aptitude is a must and will be tested during the interview process.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,609.42-\$6,289.51/mo.	PI #	1142	Class. Code	1418
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND EMPLOYMENT
ELIGIBILITY
EOE**