

## SKILLED TRADES SUPERVISOR – MOTOR POOL

Under the general direction of the Physical Plant Director, the job of the Motor Pool supervisor involves planning, organizing, scheduling, reporting and the daily supervision and coordination of all aspects of the University's fleet operations including maintenance and repairs.

### Duties and Specifications:

- Plans and supervises the operations of the University's Motor Pool.
- Develops and maintains efficient shop performance standards, procedures and policies.
- Assures accuracy of parts and all shop inventories
- Manages and maintains department budget including petty cash with the ability to analyze full operating costs.
- Assigns and directs repair, service, and maintenance of university vehicles.
- Develops and supervises vehicle preventative maintenance.
- Reviews periodic repair procedures to ensure completeness, accuracy, and efficiency.
- Responsible for scheduling the use of university fleet of vehicles by departments and management of rental vehicles.
- Prepares all required reports including State SAVA System.
- Maintains and keeps records of all university vehicles, including current registration, insurance, mileage, and individual car record.
- Maintains upkeep of the university's fleet including recommending replacement when warranted.
- Prepares performance evaluation and attendance reporting for shop employees.
- Makes recommendations for changes in staff.
- Utilizes computer to record documents, schedules, analyzing, reporting and retrieval of important data.

### Skills:

- Must be able to plan, assign delegate and prioritize his/her work and that of others.
- Must be able to supervise and follow policy and procedures.
- Must know how to use a personal computer and applications.
- Must have ability to organize and keep accurate records.
- Must be able to establish team work and maintain harmonious work relationships.

### Education and Qualifications:

Bachelor's degree with minimum of two (2) years supervisory experience ; Supervisory experience in automotive and working knowledge of fleet operations a plus.

**SALARY:** Grade C-116 – State Classification and Compensation Pay Plan

**Application Process:** Send application, resume, and three (3) recommendation letters to:

Human Resources Department  
University of Arkansas at Pine Bluff  
1200 N. University Drive  
Mail Slot #4942  
Pine Bluff, AR 71601

**APPLICATION DEADLINE:** JANUARY 24, 2012

**Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.**

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. State Applications from the Department of Workforce Services are accepted.

**"UAPB is an Equal Employment/Affirmative Action Employer and full participation  
by Women and Minority Groups is encouraged."**