

FLEET MAINTENANCE SUPERINTENDENT

Public Works | Fleet Maintenance



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Fleet Maintenance Superintendent is responsible for overseeing the planning, direction, and administration of all vehicles, trucks, heavy equipment, and related assets owned by the Department of Public Works and other Parish departments.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Thursday
24-hour on call for emergencies

LOCATION

Public Works – North Campus

REPORTS TO

Operations Manager

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

Physically capable of lifting heavy equipment, standing, bending, and working in confined or awkward positions for extended periods, operating tools and machinery with manual dexterity, and performing physically demanding tasks in varying indoor and outdoor conditions, including during emergency events.

WORK ENVIRONMENT

Primarily works in a shop and outdoor environment and regularly exposed to noise, weather conditions, heavy equipment, and typical mechanical hazards.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license
Ability to obtain a Class A-B UST License
Brake Tag/Inspection Technician

In this role, the incumbent will be expected manage the central repair facility and satellite locations, lead preventive maintenance, repairs, and shop operations, administer fleet systems and fuel programs, ensure regulatory compliance (including UST and SPCC), and prepare technical specifications for the procurement of vehicles, equipment, and repair parts in accordance with the Public Bid Law.

The Fleet Maintenance Superintendent drives operational efficiency, cost control, and safety while supervising division personnel and managing the division budget and is also responsible for maintaining shop and equipment readiness, providing operational support, responding to emergency events, and upholding all safety, regulatory, and organizational standards.

JOB DUTIES

- Oversee, manage, and evaluate all fleet maintenance operations, including the repair and servicing of Parish vehicles, trucks, and heavy equipment across central and satellite facilities.
- Implement and manage comprehensive preventive maintenance programs and establish service intervals in accordance with manufacturer recommendations.
- Maintain accurate maintenance records, ensure proper documentation, and monitor fleet performance to support operational efficiency and asset longevity.
- Identify, source, and maintain an inventory of critical repair parts to minimize downtime and ensure uninterrupted fleet operations.
- Prepare and administer technical specifications for the procurement of vehicles, equipment, and repair parts in compliance with Public Bid Law and state purchasing regulations.
- Lead the purchasing process for departmental vehicles, including state contract orders, bid evaluations, and surplus equipment coordination.
- Supervise, train, and assign tasks to division employees, ensuring productivity, safety, and adherence to operational standards.
- Manage daily shop operations, including opening/closing responsibilities, maintaining a safe work environment, and ensuring clean and organized facilities.
- Administer the Fuelman fuel system, Petro Vend account, and Samsara GPS vehicle tracking system, including user setup, training, monitoring, and supporting accident investigations.
- Maintain and track all fuel and fleet management systems to ensure compliance, accountability, and accurate reporting.
- Administer and monitor the underground fuel storage system; maintain LADEQ Class A-B UST certification and train Class C operators to meet regulatory requirements.
- Maintain the Public Works Spill Prevention, Control, and Countermeasure (SPCC) Plan, including conducting and documenting monthly inspections.

FLEET MAINTENANCE SUPERINTENDENT

Continued from previous page.

JOB DUTIES CONTINUED

- Coordinate and oversee contracts for emergency generator maintenance and the Department of Public Works Guard Contract.
- Prepare and manage the annual Fleet Maintenance Division budget, approve payroll, and oversee cost-control measures to support efficient financial operations.
- Maintain, license, and update all fleet diagnostic equipment and ensure the availability of tools necessary for mechanics to complete tasks effectively.
- Maintain facility camera systems at the North Campus and City Garage to support safety and security.
- Assist with parts pickup, vehicle delivery, and operational logistics to support departmental needs.
- Uphold all safety, regulatory, environmental, and organizational standards while across fleet operations.
- Conduct regular reviews of Samsara vehicle footage to monitor employee driving behavior, identify and document unsafe practices, provide coaching or corrective action as needed, and collaborate with Risk Management to address recurring issues and promote a culture of safe driving.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** demonstrates strong leadership by guiding, motivating, and developing division staff while fostering a safe, efficient, and high-performing work environment.
- **Time Management:** Effectively prioritizes effectively prioritize diverse operational demands, meet regulatory deadlines, and ensure timely completion of maintenance and procurement activities.
- **Analytical Skills:** Strong applies analytical skills to evaluate fleet performance, diagnose operational issues, identify cost-saving opportunities, and make data-driven decisions that enhance fleet efficiency.
- **Communication Skills:** Must communicate clearly and professionally with staff, vendors, and departments, preparing technical specifications, and conveying information both verbally and in writing.
- **Organizational Skills:** Must have strong organizational skills to manage records, schedules, inventory, contracts, compliance programs, and multiple fleet systems with accuracy and efficiency.
- **Technical Skills:** Possesses advanced technical expertise proficiency in fleet maintenance practices, diagnostic tools, fuel management platforms, GPS tracking systems, and Microsoft 365 applications including SharePoint and Planner.
- **Qualifications:**
 - High School Diploma or GED equivalent required.
 - Minimum of 3–5 years of fleet management experience, preferably in a public-sector or heavy-equipment environment.

