



Job Title: Vehicle Maintenance Supervisor
Department: Support Services
Reports To: Director of Support Services
FLSA Status: Exempt; Full time
Last Revised: April 2021

White Oak conserves and sustains some of the earth's rarest species through sustainable conservation breeding, education, and responsible land stewardship. The conservation programs span 700 acres along the Saint Marys River in northeast Florida, surrounded by 17,000 acres of mixed forest and wetlands that make up the beautiful White Oak property. White Oak serves as a premier hub offering adults and students the opportunity to experience wildlife conservation first-hand through professional training programs and immersive conservation experiences.

White Oak Mission:

Save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship.

Position Purpose:

The Vehicle Maintenance Supervisor is responsible for managing the daily operations of the Vehicle Maintenance department to ensure the proper performance and safety of White Oak equipment and vehicles.

Essential Responsibilities:

The essential duties and responsibilities of this position include the following. Other duties may be assigned, and some duties may be shared with other personnel.

- Works as the lead mechanic troubleshooting, diagnosing, and implementing repairs and maintenance to vehicles and equipment. This is a working mechanic supervisor position.
- Assigns and directs the work and activities of vehicle maintenance team.
- Supervises mechanics to efficiently and safely complete repairs, projects, and routine maintenance.
- Monitors and manages White Oak's work order system to create and/or complete work orders in a timely manner.
- Maintains accurate and updated electronic maintenance and repair records for fleet vehicles and equipment.
- Works closely with the Director of Support Services to develop annual work plans, budgets, and vehicle/equipment replacement plans.
- Finds and orders parts and supplies for repairs and maintenance through White Oak purchasing department.
- Coordinates and schedules external mechanics as needed, i.e., may include Caterpillar equipment service.
- Ensures safety training and continued education for team members.
- Ensures all DEP and regulatory rules are followed and appropriate documentation is maintained.
- Maintains vehicle maintenance shop, offices, and yard in a safe, clean, and organized manner.

Supervisory Responsibilities:

- Directly supervises all vehicle maintenance employees. Carries out supervisory responsibilities in accordance with White Oak policies and procedures, following applicable state and federal laws.
- Supervisory responsibilities include interviewing, hiring, and training new employees; planning, assigning, and directing work; appraising, documenting, and evaluating employee performance, recognizing, and commending good work performance; disciplining employees; addressing complaints, and resolving personnel issues.

Qualifications:

- Minimum of 5 years of mechanic experience.
- Advanced knowledge of diesel and fuel engine maintenance and repair.
- Florida or Georgia Commercial Driver's License is required

- Must have knowledge of shop tools and equipment including vehicle lifts, pneumatic tools, hoists, etc.
- Flexibility in work hours and schedule; job may occasionally require working long hours, weekends, and holidays. May be on call 24 hours, as needed.
- Ability to work in inclement weather, extreme temperatures, noise, hazardous materials, and occasionally lift over 50 lbs.
- Two years supervisory experience preferred.
- Certificates of competencies in mechanical skills preferred.
- Heavy equipment mechanic experience preferred. Examples of such equipment include backhoes, motor graders, farm tractors, and farm tractor implements.

Other:

- Ability to operate without direct supervision.
- Self-motivated, persistent, confident, tenacious, and take pride in work.
- Ability to lead and influence without authority.
- Dependable, trustworthy, and neatly groomed.
- High attention to detail, superior quality of work, and always alert to ensure safety.

Special Working Conditions:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to work in inclement weather, extreme temperatures, noise, hazardous materials, and occasionally lift over 50 lbs.
- Exposure to fumes, odors, dust, moving mechanical parts and vehicles.
- Ability to work a flexible schedule which may include evenings, weekends, and holidays as well as unforeseen emergency situations.

Why White Oak?

- Opportunity to work in a beautiful, one-of-a-kind place with access to White Oak amenities.
- Competitive salary.
- Three health plan options to meet you and your family's needs.
- Affordable Dental and Vision coverage.
- 100% company-paid Life, Short-term, and Long-term Disability.
- 401(k) retirement plan with a company matching contribution.

To Apply:

Please submit as an email attachment in **ONE** document: cover letter, resume/CV, and three professional reference's contact information to careers@white-oak.org with the subject line 'Vehicle Maintenance Supervisor' and the file name: YOURLASTNAME_VehicleMaintenanceSupervisor_2021. Only electronic submissions as a .doc, .docx, or .pdf formats will be considered. Applicants will be considered until the appropriate candidate has been identified.