

FLEET SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to supervise and coordinate City vehicle maintenance and equipment repair program activities and operations; to coordinate assigned activities with other divisions, outside agencies and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Coordinates the organization, staffing and operational activities for the maintenance and repair of City vehicles and equipment; maintains inventory of City vehicles and equipment; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements; directs, coordinates and reviews the work plan for assigned fleet maintenance services and activities; assigns work activities and projects; monitors work flow; receives and assigns work orders to mechanics; ensures compliance with established local, State and Federal rules and regulations; evaluates vehicles and equipment to determine the extent, cost and priority of repairs; schedules repairs according to established procedures; prepares new specifications for new vehicles and equipment as necessary; maintains and prepares various reports and records on equipment repair and maintenance activities; updates computer files; monitors the progress of vehicle and maintenance repairs; monitors operations of all fuel sites; conducts fuel site inspections; participates in the selection of mechanical maintenance staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; participates in the preparation and administration of the assigned program budget; submits budget recommendations; monitors expenditures; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a vehicle and equipment maintenance and repair program;
- Operations of automotive systems, including computers and diesel and gas engines;
- Methods and techniques of repair and maintenance of a variety of vehicles and equipment;
- Principles of municipal budget preparation and control;
- Modern office equipment including and computer;
- Occupational safety hazards and safe work practices;

- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, direct and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Interpret and explain City equipment maintenance policies and procedures;
- Plan, coordinate and direct preventive maintenance programs;
- Estimate and schedule repair and maintenance work;
- Ensure compliance with applicable Federal, State and local laws, codes and regulations;
- Perform complex, difficult and emergency repairs to vehicles and equipment;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Experience: Four years of responsible diesel and equipment repair experience including one year of lead or supervisory experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive repair or a related field.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Shop environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy.

Physical Conditions: Essential functions may require maintaining physical condition necessary for light lifting; sitting, walking or standing for prolonged periods of time; operating motorized equipment and vehicles.