

FLEET MANAGEMENT SUPERVISOR

DEFINITION

Under general direction, the Fleet Management Supervisor, plans, assigns, supervises and evaluates the work of a crew of skilled and semi-skilled workers in the repair and maintenance of a wide variety of gasoline and diesel automotive, construction and mechanical equipment.

DISTINGUISHING CHARACTERISTICS

This is a mid-management classification allocated to the Fleet Management Division of the Maintenance Services Department reporting to the Maintenance Services Director. The Fleet Management Supervisor is responsible for the daily operation and maintenance of the Fleet. All aspects of maintenance, safety and quality control are the responsibility of the Supervisor. In addition the Supervisor performs responsible supervisory and management in support of the Fleet Management Divisions goals and objectives. This position is also responsible for assisting the Maintenance Services Director in the overall planning, administration, and management of the Fleet Management functions. This position is distinguished from lower level fleet operation classifications by its responsibility for the supervision of maintenance and clerical staff. This position is distinguished from the Maintenance Services Director by the latter's responsibility for the management and administration of all maintenance functions within the City.

SUPERVISION RECEIVED

General supervision is provided by the Maintenance Services Director.

SUPERVISION EXERCISED

Provides direct supervision of subordinate fleet operations personnel.

ESSENTIAL DUTIES

Plan, assign and supervise the work of mechanics and other workers engaged in the overhaul, maintenance and repair of a wide variety of automotive, construction and mechanical equipment.

Inspect work in progress and upon completion for compliance with policies, procedures and standard trade practices.

Make initial inspections in difficult cases and diagnose mechanical defects.

Oversee the City's preventive maintenance program and schedule vehicles for preventive maintenance.

Prepare detailed cost estimates and recommends on feasibility of major repairs.

ESSENTIAL DUTIES (continued)

Prepare reports; maintain records of time, materials and equipment used; order supplies and materials.

Coordinate equipment maintenance and repair with operating departments.

Identify and develop work procedures and methods in the garage.

Insure the adherence to safe work practices by shop personnel and coordinate safety compliance with local, state or federal agencies.

Check new equipment to verify operational correctness.

Supervise, train and evaluate subordinate personnel.

Assist Maintenance Services Director in prioritizing Fleet purchases..

Prepare equipment specifications for new equipment acquisition.

Ensure all equipment compliance inspections i.e. smog checks, aerial inspection are completed on time and documented.

Participate in interviewing and selection of new employees under the position's responsibilities, and training of employees in work procedures, standards and safety practices.

Prepares and provides input into employee performance evaluations, including setting and assessing goals, conducts counseling on work-related issues, and makes recommendations regarding discipline.

Performs other related duties as assigned.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

Methods, practices, materials and tools of the automotive mechanic trade.

Operating and repair characteristics of a variety of heavy equipment.

Occupational hazards and standard safety precautions necessary in the work.

Principles of gasoline and diesel engines.

Principles and practices of supervising and training.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

##### Knowledge of (continued):

Personal computers, including maintenance based software programs, word processing and spreadsheet applications.

Principles of management and supervision including work planning, direction, training, and evaluation of work and staff performance.

Ability to:

Plan and assign the work of skilled mechanics and other shop workers.

Diagnose defects in and repair a wide variety of heavy equipment.

Maintain records and write detailed reports.

Supervise, train and evaluate subordinates.

Communicate both orally and in writing to prepare clear and accurate reports, lead discussions and present information to City staff, contractors, customers, vendors and the general public.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience as a journey level mechanic, including one (1) year of responsible supervisory or lead position experience.

Training: Equivalent to completion of the twelfth grade, supplemented by specialized courses in automotive or equipment repair and coursework in supervisory and administrative practices. Possession of an Associate of Arts Degree is desirable.

License or Certificate: Possession and maintenance of a valid Class C California driver's license.

SPECIAL REQUIREMENTS:

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, crawl, stoop, climb and safely lift and move equipment and materials weighing up to 50 pounds; work in heat and cold with noise and vibrations; exposure to chemicals, mechanical, and electrical hazards, converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and

complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD One (1) Year

771CS11

May 1969

Revised June 1993

Revised August 2011

AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

## ESSENTIAL DUTIES DOCUMENTATION

### DUTIES

1. SDE
2. SDE
3. MAE
4. SDE
5. MWE
6. SDE
7. SDE
8. MWE
9. MAE
10. MDE
11. OANE
12. SDE
13. OAE
14. MDE

### OTHER DUTIES

1. OANE

### SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Sitting, standing, working, kneeling, crouching, stooping, squatting, crawling, twisting the upper body, climbing and lifting up to 50 pounds; working in heat and cold with noise and vibration; exposure to chemicals, mechanical and electrical hazards.

Effective Date: June 1993