

CLASS SPECIFICATION
Fleet Maintenance Supervisor

GENERAL PURPOSE

Under general supervision, plans, coordinates, directs and supervises activities of vehicle and equipment maintenance operations involved in the maintenance, diagnoses, repairs and overhauling a wide variety of diesel and gas-powered heavy and light vehicles and equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Fleet Maintenance Supervisor reports to the Maintenance and Operations Division Manager overseeing the operation of Fleet Services, and provides supervision, technical assistance and training to the Fleet Services staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, coordinates, inspects, supervises and may participate in the maintenance and repair of gas and diesel-powered equipment and vehicles; coordinates maintenance and repair activity with City departments
2. Supervises and assigns work to subordinates, providing general instructions and technical assistance; coordinates the scheduling and completion of maintenance and repair activity with City departments.
3. Supervises work methods and operations; plans and schedules activities; monitors maintenance and operating costs; procures materials; processes and follows up on payment of invoices; insurance fleet maintenance policies, procedures and services are effectively rendered; make suggestions and recommends changes to increase effectiveness; participates in the development of the division budget.
4. Supervises programs relative to the preventative maintenance and repair of equipment and vehicles; inspects equipment and vehicles to assess the extent and cost of needed repair; maintains related records, including inventory and stock, and prepares correspondence and reports regarding vehicle and equipment service.
5. Assists in the evaluation for replacement and development of specifications and projection of cost for new City vehicles and equipment, and capital equipment related to equipment and vehicle maintenance.

OTHER DUTIES

1. Cleans shop and vehicle service areas and ensures supplies and equipment are maintained in orderly condition; orders parts and supplies as needed.

2. Participates in after-hours emergency responses to equipment failure or breakdowns emergency repairs in the field as needed.

QUALIFICATIONS

Knowledge of:

1. Methods, techniques, parts, tools and materials used in the overhaul, maintenance and repair of diesel- and gasoline-powered vehicles, including automatic and manual transmissions, brakes, suspension and steering systems.
2. Principles and practices of employee supervision.
3. Purchasing procedures.
4. Safe work methods and safety practices pertaining to the work, including OSHA standards.
5. Operation and maintenance of a wide variety of equipment, hand, shop and power tools common to the field.
6. Machine and welding shop methods and practices.
7. Relevant codes and regulations.
8. Federal, state and local laws and regulations pertaining to the handling and disposal of hazardous waste and clean air requirements.
9. Fuel delivery systems.
10. Air quality regulations.

Ability to:

1. Plan, estimate, coordinate and schedule the work of others.
2. Prepare and maintain a variety of reports and records.
3. Operate and maintain equipment and tools used in the field.
4. Identify and implement effective courses of action to complete assigned work.
5. Coordinate work assignments with other divisions and departments.
6. Develop and implement foals, objectives, policies, procedures, work standards and internal controls.
7. Exercise independent judgment and initiative without close supervision.
8. Prepare basic records and reports.
9. Read and interpret manuals, specifications and drawings.
10. Use shop mathematics to make calculations.

11. Safe work methods and safety regulations pertaining to the work.
12. Establish and maintain effective working relationships with City management, staff, vendors and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; five years of related journey-level mechanic experience, including two years of lead/supervisory experience, preferably in management of a commercial or government fleet.

Licenses; Certificates; Special Requirements:

A valid California Class B driver's license and the ability to maintain insurability under the City's vehicle insurance policy. A valid California Class A driver's license or the ability to obtain one within 12 months of hire is highly desirable. ASE Certification in automobiles and/or medium/heavy trucks.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve basic problems; use simple math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with interruptions; and interact with City management, staff, vendors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works near moving mechanical parts or in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level is moderately noisy.