



Fleet Maintenance Supervisor

DEFINITION

Under general direction, plan, organize, coordinate, and supervise staff performing the servicing, installation, maintenance, repair, and modification of automotive and heavy construction and mechanical equipment; participate in equipment acquisition; and provide highly technical and responsible assistance to the Director of Public Works.

SUPERVISION RECEIVED

Reports to the Director of Public Works.

SUPERVISION EXERCISED

Exercises direct supervision over technical and Fleet maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise, plan, and schedule the maintenance, repair, acquisition, replacement, and management of City vehicles and other equipment; determine the need for major repairs on individual equipment. (This includes all departmental vehicles and equipment from weed eaters and mowers to aerial ladder apparatuses.)

Participate in the development and implementation of goals, objectives, policies, and priorities for the Fleet Maintenance Division; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Participate in the development and administration of the Fleet Maintenance Division budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Advise Fleet Technicians on schedule problems and other concerns with maintenance and repairs of equipment; resolve complaints from other departments regarding equipment repair.

Establish and maintain uniform practices and policies for an effective equipment preventive maintenance program.

Inspect work methods and shop facilities for cleanliness and safety.

Contact dealers and factories regarding warranties and guarantees on automotive equipment, components, and shop machinery and tools.

Supervise and monitor equipment and vehicle assignments and vehicle damage; coordinate with mechanical staff to ensure vehicles and equipment are properly scheduled for maintenance and repair.

Coordinate work performed by outside vendors.

Manage and prioritize equipment/vehicle replacement; develop and approve specifications and equipment vehicle disposal schedules; authorize emergency work and procurement.

Prepare bid specifications for new equipment; contact vendors regarding equipment purchases; order parts, supplies, and equipment.

Maintain computer and manual records for equipment specifications, repairs, and other services.

Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use.

Supervise the welding, painting, and fabrication of parts; test new equipment and products; diagnose complex mechanical troubles.

Organize and carry out a monthly safety training program.

Maintain a fueling system program for on-site and off-site fueling of City fleet.

Fill in as Director of Public Works in his absence.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive vehicle and heavy equipment maintenance and acquisition program.

Modern and complex principles and practices of vehicle maintenance and acquisition program development and administration.

Mechanical engineering principles, practices, and methods as related to equipment maintenance.

Methods, materials, techniques, and equipment used in vehicle and equipment maintenance.

Occupational hazards and standard safety practices necessary in fleet maintenance.

Principles and practices of budget preparation and administration.

Principles and concepts of purchasing and acquisition.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

Skill to:

Operate, diagnose, trouble shoot, and repair all types and varieties of equipment, from small hand held to light automotive equipment to heavy construction and specialized equipment.

Operate diagnostic computers, scopes and scanner, equipment, hand tools, welders, jacks, safety stands, cranes, hoists, electric and air power tools, engine, transmission diagnostic equipment, and safety equipment properly.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle and heavy specialized equipment safely.

Ability to:

Manage and coordinate the work of technical and maintenance personnel involved in equipment maintenance and repair.

Diagnose complex automotive and heavy equipment malfunctions and problems.

Select, supervise, train, and evaluate staff.

Work in hazardous environments, conditions, and locations.

Work on new multiplex electrical systems.

Ensure the maximum utilization of manpower, equipment, and supplies.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of fleet goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to fleet maintenance and acquisition programs and functions.

Prepare and maintain accurate and complete records.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Seven years of responsible experience in vehicle and heavy equipment maintenance including some lead supervisory experience.

Education or Training:

Bachelor's degree with some coursework in automotive technology or a related field is desirable. In the absence of a degree, equivalent training and coursework is required.

License or Certificate:

Possession of a Class A commercial driver's license with tanker endorsement.

Possession of a commercial driver's license tester certificate.

Possession of First Aid and CPR Certificates.

Possession of a Forklift Certificate.

Possession of a Certified Automotive Fleet Manager certificate is desirable.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call, on-call, and stand-by.

Effective date: October 2003

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