



Department:	Public Works/Vehicle
Bargaining Unit:	Mid-Management
Salary Range:	M30
Last Revision:	April 1995

FLEET MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, to supervise, assign, review and participate in the work of staff responsible for providing maintenance and repair services on all types of light and heavy automotive and other equipment; and to provide responsible staff assistance to the Public Services Director/City Engineer.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing fleet maintenance services including light and heavy automotive and other equipment maintenance and repair services and activities.

Participate in the selection of assigned staff; provide or coordinate staff training including in the areas of work methods, techniques, and the use and operation of equipment; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; identify maintenance problems and areas; establish schedules and methods for providing fleet maintenance and repair services; implement policies and procedures.

Plan and lay out fleet maintenance work projects; prepare time, material, and equipment estimates for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; maintain inventory of parts and supplies; select appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures; adapt equipment and materials to meet specific requirement of the work to be accomplished.

Inspect and verify work in progress completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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; schedule the service, repair, and replacement of tools, equipment, and vehicles; assume responsibility for any hazardous waste material or items used in the shop.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; forecast additional funds needed for staffing, equipment, materials, and supplies; prepare and submit requisitions for supplies, materials, and parts; monitor expenditures.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Inspect, diagnose, and locate mechanical difficulties on City automobiles, trucks, and a variety of diesel and gasoline powered maintenance and construction equipment; determine extent of necessary repairs.

Assist in a variety of Department operations; perform special projects and assignments as requested.

Respond to and resolve inquiries and complaints.

Coordinate assigned services and activities with those of other departments, outside agencies, and the general public.

Perform the most difficult maintenance and repair duties in the area of work assigned.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive fleet maintenance and repair program.

Principles of supervision, training, and performance evaluation.

Materials, methods, practices, and equipment used in the maintenance and repair of a wide variety of light and heavy automotive and other equipment.

Knowledge of:

Types and level of maintenance and repair activities generally performed in an equipment maintenance and repair program.

Pertinent policies, procedures, and codes related to the maintenance and repair of light and heavy automotive and other equipment.

Occupational hazards and standard safety precautions necessary in the area of equipment maintenance and repair.

Operation and care of diesel and fuel injection engines.

Operating and repair characteristics of a wide range of City owned equipment.

Recent developments, current literature, and sources of information related to fleet maintenance and repair.

Modern office practices, methods, and computer equipment.

Principles and procedures of records keeping and reporting.

Principles of budget preparation and control.

Safe driving principles and practices.

Skill to:

Operate a wide variety of equipment and tools used in the maintenance and repair of light and heavy automotive and other equipment in a safe and effective manner.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Organize, direct, and implement fleet maintenance and repair schedules.

Supervise, organize, and review the work of fleet maintenance personnel.

Select, supervise, train, and evaluate staff.

Ability to:

Perform journey level mechanical work including the troubleshooting of equipment for both major and minor repair work.

Identify maintenance and mechanical repair needs.

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

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Select and maintain machinery and equipment used in the area of work.

Assist in budget preparation and monitoring.

Prepare and maintain records and prepare reports.

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

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

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

Accurately determine project material needs and estimate time and cost.

Respond to requests and inquiries from the general public.

Independently perform the most difficult equipment maintenance and repair duties in the area of work assigned.

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

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.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible experience in the maintenance and repair of all types of light and heavy gas and diesel automotive and other equipment including some supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in automotive and equipment maintenance and repair technology, personnel supervision, and in the area of assignment.

License or Certificate:

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

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, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

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