



FLEET MAINTENANCE SUPERVISOR

DEFINITION

Under general supervision, performs a variety of supervisory and administrative tasks in the purchase, maintenance and repair of the City's vehicles and equipment; provides responsible staff assistance to the Public Works Manager and the Assistant City Manager.

SUPERVISION EXERCISED

Supervises subordinate Fleet Mechanics.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Plan, develop, coordinate and oversee the purchase, repair and maintenance of vehicles and equipment including police and fire vehicles.

Plan, develop, coordinate and oversee the purchase and inventory of parts, supplies and equipment necessary to repair and maintain the fleet.

Plan, develop, coordinate and oversee the preventive maintenance program for vehicles and equipment.

Plan, develop, coordinate, oversee and participate in major fleet maintenance activities including engine overhaul, transmissions and related assemblies.

Plan, develop, coordinate and oversee repair needs and estimates of disabled vehicles and mechanical equipment.

Plan, coordinate and oversee installation of radio, computerized monitoring systems and other post-factory equipment in public safety and other vehicles.

Plan, develop, coordinate and oversee disposal of hazardous materials such as motor oil and other fluids.

Coordinate regulatory requirements including but not limited to Bureau of Automotive Repair (BAR) Smog check program, California Highway Patrol Biennial Inspection Terminal (BIT) and Southern California Air Quality Management District (SCAQMD).

Train, supervise and evaluate subordinate personnel; monitor and verify time cards.

Assist in budget preparation and monitoring.

Manage and coordinate work orders and work assignments.

Order all parts, materials and services required in day-to-day operations as well as special projects and reconcile account and purchase order activities.

Perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in the classification of Fleet Maintenance Supervisor perform detailed administrative, budget, scheduling, supplies and materials purchasing work and training, supervision and evaluation of subordinate staff.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment and supplies used in vehicle repair and maintenance and techniques used in purchasing new vehicles.

Standard safety practices required in fleet maintenance and disposal of hazardous materials.

Budget and purchasing systems, practices and procedures.

Practices and procedures used in training, supervising, evaluating and disciplining subordinate personnel.

Record keeping and reporting.

Ability and Skill to:

Operate and train in the maintenance of a variety of motorized vehicles and equipment.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics and train subordinate staff in same.

Respond to questions from the public and staff.
Plan and organize work of others to meet schedules and timelines.

Enforce and comply with Federal, State and local laws and City policies, procedures and codes applicable to parks and street maintenance.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA degree in vehicle maintenance technology or related field and five (5) years increasingly responsible experience in vehicle maintenance and repair. BA/BS desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record. Certifications for vehicle maintenance and repair highly desirable.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in vehicle maintenance operations.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand and walk for two hours at a time.

Ability to lift up to 50 pounds.

Ability to get from one location to another in the course of doing business.

Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold and wet.