

FLEET SERVICES SUPERVISOR

Salary Range: 33 (Public Service Salary Schedule)

DEFINITION

Under general direction, plans, schedules, assigns and reviews the work of assigned staff in the Fleet Services unit; coordinates, monitors and provides technical input for fleet maintenance and repair projects and other special programs; provides technical assistance to management personnel; performs a variety of technical tasks relative to troubleshooting, maintaining and repairing vehicles, equipment, and small engines; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory-level class in the Fleet Services series. Incumbents are directly responsible for planning, organizing, supervising, reviewing and evaluating the work of fleet services staff. The incumbents are also expected to independently perform the full range of diagnostic, maintenance and repair duties for the City's vehicles and equipment. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines.

SUPERVISION RECEIVED AND EXERCISED

The incumbent reports to a management position within the Public Services Department, exercises direct supervision over assigned staff, and coordinates and monitors the work of outside contractors, vendors, and consultants.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Performs difficult, technical, and complex equipment repairs and maintenance tasks, including locating and diagnosing complex mechanical defects; fabricates special bodies, parts, and essentials as necessary; performs repairs on various types of pumps, motors and valves, gasoline and diesel engines; drives vehicles and operates a wide variety of equipment as needed; provides technical assistance to staff.
- Plans, organizes, assigns, supervises and reviews the work of assigned staff in the Fleet Services Division.
- Trains staff in the proper use and safe operation of tools, equipment and materials involved in locating and diagnosing complex mechanical defects, fabricating special bodies and parts, and performing repairs on various types of pumps, motors, valves, gasoline and diesel engines.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Coordinates and monitors operations of fleet services staff; reviews and controls quality of work; recommends improvements and modifications in operations and processes to ensure the most effective utilization of staff and resources; prepares various reports on operations and activities in a clear, concise, and timely manner.
- Ensures the proper maintenance, repair and storage of all shop tools and equipment; ensures a clean and safe work environment for staff.

- Prepares, oversees, and inspects in-house and contract work for compliance with policies and procedures, plans, specifications and standards of quality and safety.
- Assists management and other departmental staff in developing policies, procedures and standards to ensure compliance with applicable laws and regulations; interprets and advises staff on applicable laws, regulations, policies and procedures.
- Coordinates fleet maintenance and repair activities with other divisions, departments, and outside agencies, as appropriate.
- Determines and recommends equipment, materials, and staffing needs for assigned fleet services projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Ensures the procurement, maintenance, inventory and control of the appropriate tools, parts and equipment needed to repair City vehicles in a timely manner; arranges for the evaluation of suppliers; assists with the preparation of specifications for competitive bids and participates in informal bid processes.
- Coordinates and monitors a variety of diagnostic, maintenance, overhaul and repair projects for heavy and light gasoline and diesel-powered vehicles and equipment; reads and interprets manuals and specifications; advises outside contractors, vendors, and/or consultants regarding the City's requirements and timelines; and updates management on project progress/status.
- Acts as technical resource regarding assigned functions and projects to staff, other City departments, and management; answers questions and provides information; investigates issues and concerns and recommends corrective actions as necessary to resolve complaints in a satisfactory and timely manner.
- Performs other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in safe work procedures
- Principles and practices of repair, overhaul, servicing and preventive maintenance of heavy and light gasoline and diesel-powered equipment, CAL/OSHA requirements, and other relevant codes and regulations
- Equipment, tools and materials used in the overhaul, servicing, and preventive maintenance of heavy and light gasoline and diesel-powered equipment
- Safety principles, practices, and procedures used for maintenance and repair projects, including equipment and hazardous materials
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties
- Basic budgeting principles and practices

- Principles of contract administration for vehicle and equipment maintenance and repair projects
- Modern office practices, methods, and computer equipment and applications related to work
- Proper English usage, spelling, vocabulary, grammar and punctuation
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person, over the telephone and in writing
- Techniques for providing a high level of customer service to the public and City staff

Ability to:

- Assist with developing and implementing goals, objectives, practices, policies, procedures and work standards
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff
- Train, inspect, and instruct others regarding safe work procedures and quality control standards
- Organize, implement, and direct multiple operational activities and projects; coordinate activities with other City departments and agencies as required
- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws and regulations
- Understand and interpret pertinent department policies and procedures
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solutions
- Estimate and secure required materials and labor
- Read and comprehend schematics, manuals, and diagrams, fabricate special bodies and parts, locate and diagnose defects, and use power tools and electronic and mechanical shop diagnostic equipment
- Make difficult and complex repairs of motors, transmissions, chassis parts, electrical, fuel and other systems, including proper testing and adjustments
- Make sound, independent decisions within established policy and procedural guidelines
- Establish and accurately maintain a variety of record keeping and project management systems
- Organize own work, set priorities and meet critical time deadlines
- Use tact, initiative, and independent judgment within general policy, procedural and legal guidelines
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use English effectively to communicate in person, over the telephone and in writing
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

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

Equivalent to the completion of the twelfth (12th) grade, and five (5) years of increasingly responsible equipment maintenance and repair experience, including two (2) years lead or supervisory experience.

GENERAL QUALIFICATIONS

License and Certificate Requirements:

- A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- A valid California Class A drivers license with a tanker endorsement is required within twelve (12) months of appointment.
- An ASE master certification in both automobiles and trucks is desirable.

Physical Requirements

Must possess mobility to work in a standard shop setting, operate a variety of motor vehicles, tools, equipment and machinery including a computer; strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges and identify color-coded cables and wires; hearing and speech to communicate in person and over the telephone; walking and working on slippery or uneven surfaces; finger dexterity to access, enter and retrieve data using a computer keyboard or calculator, and to operate standard fleet services tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work; lift, move, and carry materials and equipment weighing up to 70 pounds.

Working Conditions

Employees primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. May be required to work various shifts on evenings, weekends and holidays, and after-hours on-call assignments. This class is subject to random drug testing in accordance with Department of Transportation guidelines.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor

Adopted: April 2011

Revised: January 2017