

## **FLEET SERVICES SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, organizes, monitors, and supervises the equipment shop operation within the Public Works Department to perform a variety of technical tasks relative to vehicle and equipment maintenance; coordinates the acquisition and dissemination of the City's vehicle fleet; and provides technical assistance to the department director.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for vehicle and equipment maintenance.
2. Establish schedules and methods for providing vehicle and equipment maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of equipment maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
6. Maintain vehicle and equipment maintenance records and repair costs; prepare charges for user departments.
7. Maintain records concerning operations and programs; prepare reports on operations and activities.
8. Monitor and control supplies and equipment; order parts, supplies and tools as necessary; prepare documents for equipment procurement.
9. Answer questions and provide information to the public and other City employees; investigate complaints and recommend corrective action as necessary to resolve complaints.
10. Prepare specifications for vehicle and equipment purchases.
11. Perform the full range of equipment mechanic duties; perform the most complex vehicle maintenance duties; provide technical assistance to mechanics and training to equipment operators.
12. Coordinate with contractors in providing contract services; solicit and collect bids for new equipment

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and vehicles; coordinate the sale of equipment and vehicles no longer used by the City.

13. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Principles and practices of vehicle and equipment maintenance  
Principles and practices of fleet management.  
Equipment, tools and materials used in vehicle and equipment maintenance activities and services.  
Principles of supervision and training.  
Basic budgeting principles.  
Principles and practices of safety management.  
Pertinent local, state and federal laws, ordinances and rules.

**Ability to:**

Organize, implement and direct vehicle maintenance operations and activities.  
Perform the full range of vehicle and equipment maintenance duties.  
Perform the most complex vehicle maintenance duties and operate related equipment.  
Supervise, train and evaluate assigned staff.  
Interpret and explain pertinent department policies and procedures.  
Develop cost estimates for supplies and equipment.  
Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.  
Demonstrate tact and diplomacy with other City employees and the public.  
Develop and recommend systems and procedures related to assigned operations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Two years of college level course work that includes business, management, engineering, or a related field.

**Experience:**

Four years of increasingly responsible vehicle maintenance experience including some lead supervisory experience.

**License or Certificate:**

Possession of a valid Class B driver's license with airbrake endorsement.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an indoor office and shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes,

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noxious odors, gases, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Bargaining Group: Supervisors/Confidential  
FLSA Status: Non-Exempt

June, 2007  
*Johnson & Associates*

**ACKNOWLEDGMENT**

I acknowledge that I have read the job description and requirements for the Fleet Services Supervisor position and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\*Management has the right to add or change these duties of the position at any time.