



**December 2023**  
**FLSA: EXEMPT**

## **FLEET SUPERVISOR**

### **DEFINITION**

Under direction, plans, coordinates, and supervises the Fleet Division in the maintenance and repair of City fleet, and mechanical equipment; implements maintenance policies and procedures; outlines, assigns, and determines work projects; performs a variety of technical tasks; ensures safe work practices; may act as the Building and Vehicle Maintenance Manager in their absence; performs other related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Building and Vehicle Maintenance Manager. Exercises supervision over assigned staff.

### **CLASS CHARACTERISTICS**

The Fleet Supervisor is the full supervisory classification assigned to direct the daily operations of the Fleet Division. Positions within this class serve as supervisors for all fleet and mechanical equipment maintenance projects, inspecting, evaluating, and approving the completion of assignments. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification is distinguished from the next higher classification of Building and Vehicle Maintenance Manager in that the latter has overall responsibility for the administration and management of all the Building and Fleet Division operations.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists in the planning, coordinating, and supervising of the City's Fleet by developing equipment specifications in conjunction with other City departmental representatives; conferring with other City staff and suppliers regarding the purchase and maintenance of all City vehicles and equipment; ensuring all City vehicles and equipment are maintained according to standard; inspecting work in progress and upon completion to ensure conformance to shop standards; providing technical expertise and assistance to shop staff.
- Determines priority of work to be done and estimates or obtains estimates of repair cost.
- Prepares work schedules; assigns work; evaluates and reviews the work of subordinates; trains staff in the safe and proper methods of carrying out assigned tasks; and solves difficult problems encountered by the staff.
- Monitors operations and activities of the Fleet Division; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Establishes and maintains a variety of paper and electronic records, such as vehicle replacement accounts and preventive maintenance schedules, equipment maintenance, and upgrade activity records.
- Prepares required reports; makes recommendations on the types of equipment needed for the program's activities; conducts special studies and prepares reports orally and in writing.

- Inspects work in progress and upon completion to ensure conformance to established standards for equipment, and other areas under the scope of the work assignment to ensure it is properly maintained.
- Ensures that required materials and equipment are available to carry out assigned tasks; determines stock requirements; orders parts, supplies, and equipment as needed.
- Confers with superiors to discuss work projects and establish priorities.
- Conducts safety and other training specific to the unit's work; oversees and enforces safe work practices.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Investigates complaints from the public or internal customers concerning the work unit; takes appropriate action.
- Understands and implements sustainability and conservation strategies to preserve natural resources and energy efficiencies.
- Attends various meetings and makes presentations as needed to provide information relating to the City's overall fleet programs.
- Demonstrates the highest standards of internal and external customer service, including professionalism, follow-through, timeliness, and clear communication.
- Assists in the preparation of the budget for the division, monitors, and controls expenditures within appropriations, recommends revenue opportunities, and explores avenues for cost recovery.
- Facilitates the disposal of surplus City vehicles and equipment removed from service, utilizing the competitive bid and auction process.
- Maintains compliance with various regulatory agencies and permits related to the operations of the auto shop,
- Responds to emergency situations as necessary.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of automotive and equipment maintenance and repair program development and administration.
- Operational characteristics of vehicle diagnostic equipment and components.
- Principles, practices, equipment, tools, and materials used in the maintenance, diagnosis, and repair of automobiles, light- and heavy-duty trucks and equipment, and specialized equipment, including hydraulic and computer-controlled systems.
- Principles and practices of monitoring and maintaining fuel storage systems.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget development, administration, and accountability.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- Safe driving rules and practices.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Participate in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Manage the use, operations, maintenance, and repair fuel storage systems.
- Develop cost estimates for supplies, equipment, and vehicles.
- Work safely and effectively under pressure, including during emergency situations.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Read, interpret, and record data accurately.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Work independently and as part of a team.
- Make sound independent decisions within established guidelines.
- Identify problems, research, and analyze relevant information, develop, and present recommendations, and justification for solution.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Read, and interpret, drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Observe safety principles and work in a safe manner.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible experience in the maintenance and repair of automotive equipment in a lead or supervisory capacity, and a high school diploma or equivalent.

### **Licenses and Certifications:**

- Possession of a valid Class C California driver's license and a satisfactory driving record. Possession of, or ability to obtain, a Class B California driver's license with tank and airbrake endorsement. ASE Certification in air conditioning, brakes and electrical systems is desirable.

### **PHYSICAL DEMANDS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The position requires work in confined spaces and off creeper; to lift up to ninety (90) pounds; work with hazardous materials used in vehicular and industrial equipment repair such as used motor oil, gasoline, solvents, related brake parts, coolants, and transmission fluids. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes or

airborne particles, and the incumbents may be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and often work with constant interruptions. The incumbent may be required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

### **ENVIRONMENTAL CONDITIONS**

The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours. The noise level in the work environment can be loud.