

FLEET SERVICES SUPERVISOR

DEFINITION

To plan, organize, direct and supervise municipal fleet maintenance operations within the Public Works Department; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fleet Manager.

Exercises direct supervision over fleet services personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for a variety of fleet maintenance and repair activities, and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the skilled repair and maintenance of the City's vehicle and equipment fleet.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various fleet maintenance activities including recommendations related to replacement of fleet vehicles and equipment as appropriate, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.

Inspect and review work-in-progress and closed work orders on a regular basis; assess effectiveness of operations and performance, and make recommendations for modifications as needed.

Inspect and monitor the City's fuel storage tanks for compliance with Federal, State, and local legislation and rules and regulations; ensure compliance with hazardous waste requirements.

Ensure compliance with all applicable laws, rules, and regulations including Department of Transportation, California Highway Patrol, Federal Transit Authority, CalOSHA/OSHA, Environmental Protection Agency, California Air Resources Board, California State Water Resources Control Board, California Department of Industrial Relations and other pertinent local, State and Federal laws, ordinances and rules.

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Develop and recommend preventive maintenance and purchase/disposal schedules of the City's fleet vehicles and equipment.

Prepare specifications and requests for quotes/proposals related to maintenance and repair services; review and approve change orders, service agreements and invoices.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of skilled automotive and equipment maintenance and repair related to a full-service municipal fleet environment.

Equipment, tools and materials used in the repair and maintenance of modern and sophisticated automotive, light and heavy equipment, transit vehicles, and alternative fuel vehicles.

Principles of supervision, training, and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct skilled maintenance operations related to the City's vehicle and equipment fleet.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; intermittently walk, bend, twist or stoop while performing site inspections; perform simple grasping and fine manipulation; use telephone, and write or use

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a keyboard to communicate through written means; and lift or carry weight of 10 pounds of less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.  
Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

### Experience and Training

#### Experience:

Three years of increasingly responsible experience in skilled automotive and light/heavy equipment maintenance duties, including one year of lead responsibility.

#### Training:

Equivalent to the completion of the twelfth grade, GED, or higher level degree supplemented by college course work in automotive maintenance or a related field.

### License or Certificate

Possession of a valid California driver's license by date of appointment.

03-13-21	Fleet Services Supervisor
08-06-20	
05-12-07	
10-27-97	
09-26-97	
05-16-97	Equipment Maintenance Supervisor
10-01-88	
07-01-79	Equipment Superintendent
01-10-78	
10-30-78	Equipment Maintenance Supervisor
-67	
-65	
-64	Automotive Shop Foreman

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