

City of Victorville Position Description

PUBLIC WORKS MANAGER - FLEET MAINTENANCE

DEFINITION

Under general direction of the Department Head, manages fleet services personnel, to include transit, engaged in the servicing, operations and repair of vehicles and equipment and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbent in this class is fully competent to perform a wide range of skilled tasks in the supervision of Public Works crews. Work is performed independently under established policies, procedures and safety regulations and guidelines, with significant latitude for independent judgment. Instructions are generally given only upon request, and originality of thinking is required in interpreting and applying policies and regulations, with considerable latitude for determining materials and work methods used. Incumbent must demonstrate flexibility in oral presentation techniques and the necessary skills to deliver the appropriate information in a clear concise, and logical manner to supervisors, fellow employees, and subordinates. Distinguished from the Department Head in that the incumbent does not have the responsibility for the overall operation of the entire Department. Distinguished from the supervisory level in that the supervisors do not have the administrative responsibility over a major division of the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares budgetary estimates of staff, equipment and materials for fleet maintenance activities; oversees the services and maintenance of automobiles, trucks, buses, construction equipment and other gasoline and diesel powered equipment; plans, organizes, assigns, supervisors, and reviews the work of fleet maintenance staff; maintains citywide preventative maintenance program; oversees record keeping, permitting, and compliance for underground fuel storage tanks and hazardous materials; develops policies and procedures; researches and prepares technical specifications for fleet vehicles, equipment and services; oversees maintenance and operations of public assess compressed natural gas refueling stations; maintains knowledge of mechanics and maintenance techniques, operations and care of vehicles and equipment, applicable local, state and federal laws; prepares and maintains a variety of daily reports, records and correspondence; provides technical assistance to staff in resolving problems or difficulties associated with their respective functions; facilitates conflicts and disputes with the public; monitors and maintains Business Plan in accordance with SB-198 and Department of Health Services standards; instructs and provides for the training of employees in work methods, use of tools and equipment, hazardous materials handling, respirators, and related safety equipment, and related safety issues; investigates a variety of routine personnel and administrative matters, and makes recommendations for appropriate action; orders and maintains inventory for all required materials in accordance with State and Federal standards; ensures appropriate safety devices and equipment are being utilized; responds to emergency situations as necessary; operates all City vehicles in a safe and efficient manner; trains other employees in work performance; routinely adheres to and maintains a positive attitude; effectively utilizes computer and computer software; performs all job functions in a safe and proficient manner; and performs related work as required.

EMPLOYMENT STANDARDS

Training and Experience – A Bachelor’s degree in Public or Business Administration OR a related field and three years of responsible supervisory experience in fleet maintenance. Additional qualifying experience may be substituted, on a year for year basis, up to a maximum of two years of the required education. Knowledge and Abilities - **Knowledge of:** materials, equipment, tools, and practices employed in Fleet Maintenance and service; general principles and practices of modern supervision, including selection, training, evaluation and discipline; and occupational hazards and safe work methods and precautions required in the maintenance profession.

Ability to: Plan, schedule and evaluate the work of others; prepare and maintain a variety of records, reports and correspondence; read and interpret maps, blueprints, specifications and manuals; operate a computer terminal and computer software; effectively train and supervise a crew and get work done through others; understand and carry out oral and written instructions and establish and maintain cooperative and effective work relationships with supervisors, fellow employees and the general public.

Licenses and Certificates - Possession of a valid, unrestricted, Class “C” California driver’s license.

WORKING CONDITIONS

Work is performed in a variety of environmental conditions, indoors and out, with wide temperature variations, noise, vibrations, fumes, odors and dust, irritating chemicals. Incumbent must have the mobility to visit various job sites on a daily basis. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to attend night meetings, respond to emergencies after regular working hours and on weekends, and must be flexible to meet the needs of the community by working an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

APPROVED:


DIRECTOR OF HUMAN RESOURCES

DATE: June 27, 2002

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

ms.j.d. /PWMgr.-Fleet Maintenance