



## JOB DESCRIPTION

### Fleet Supervisor

**Date Prepared:** August, 2014

**SUMMARY:** Under general supervision, this position is responsible for the shift operation of the Fleet Maintenance Division involved in the repair of automotive and heavy equipment, construction equipment, powered tools, and agricultural equipment, supervises and directs activities of personnel engaged in inspecting, repairing, maintaining, authorizing and dispatching general vehicles and specialized equipment. Performs fleet analysis, inventory control, training activities, and administrative duties; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Organize, plan, assign, schedule, and supervise work of personnel involved in the inspection, repair, maintenance, and servicing of automobiles, trucks, tractors, graders, construction equipment, powered tools, agricultural equipment, and body and paint work.
- Inspect maintenance facilities and equipment to determine their proper utilization and maintenance.
- Provide diagnostic quality assurance activities and technical assistance to subordinates on difficult or unusual problems.
- Ensure adherence to safety regulations; provide oversight for compliance programs, prepare, submit, and maintain records of all activities, respond to inquiries from compliance agencies; analyze and implement solutions to new requirements.
- Establish computerized reports on fuel, parts, and labor expenses.
- Write specifications for automotive and related equipment; confer with purchasing personnel on the procurement and disposal of automotive parts and supplies and provide recommendations on bid results of all vehicle and equipment purchases.
- Prepare annual budget reports; analyze monthly records and reports to evaluate operational efficiency and economy.
- Determine type and extent of repairs required, and schedule repair of components, considering time requirements and vehicle downtime.
- Monitor and evaluate preventative maintenance schedules and procedures to maximize asset availability and cost effectiveness.
- Recommend vehicle/equipment assignments city wide, based on usage and needs analysis; establish production and quality control.
- Maintain and account for tools, equipment, space, supplies, and facilities.
- Review data on past and current maintenance performance; prepare and maintain records and reports; prepare and validate requirements for facility improvements and repairs.
- Review manpower requirements and recommend required changes; oversee Fleet work order and inventory system; monitor budget expenditures; use methods and procedures to determine expenses under the Cost Allocation methodology.
- Supervise the safe cost-effective operation of gas and liquid fueling stations to include maintenance, repair, administrative reports, billing, revenue analysis, failure analysis, revenue projection, and planning for future upgrades/major repairs.

- Monitor contractor performance; identify and process vehicle abuse, accident, and incident cases; oversee the handling, collecting, and disposing of hazardous waste.
- Establish procedures to ensure proper disposal of hazardous and toxic waste products; research and prepare supporting documentation for grants related to Fleet operations and fueling stations.
- Manage computerized fuel management systems to ensure proper inventories and accurate billing is maintained; oversee the City's vehicle and equipment pool management system.
- Provide forklift license training and testing for Fleet and other divisions; identify Fleet staff training requirements; locate and schedule training.
- Evaluate, plan, and coordinate with various City departments to ensure Fleet asset compliance with the California Air Resource Board (CARB), Mojave Desert Air Quality Management District (MDAQMD), The Bureau of Automotive Repair (BAR), and the Department of Transportation (DOT).

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High School Diploma OR GED equivalent SUPPLEMENTED BY thirty college semester units in Automotive Technology, Public Administration or related field; and three years of experience in automotive and heavy duty equipment maintenance, INCLUDING two years in a supervisory capacity.

### **Knowledge of:**

- Diagnosis, repair, and maintenance of major systems found in automotive, bus, truck, emergency response vehicles, construction equipment, powered tools, agricultural equipment and off-road equipment, to include air and hydraulic brake systems, gas, diesel, and CNG engines, transmission, differentials, electrical and hydraulic systems.
- Methods, practices, materials, and tools used in modern automotive and heavy equipment maintenance and management.
- Principles and practices of employee supervision, including training, work evaluation and discipline, safe work methods and practices; hazards and safety precautions associated with equipment maintenance.
- County, state, and federal regulations related to fleet maintenance.
- Principles of internal combustion engines; computerized maintenance management systems.
- Computerized inventory management and invoicing systems; supply inventory management; and scheduling of preventive maintenance programs.
- Use and interpretation of wiring diagrams, blueprints, publications, and computerized test equipment.
- Local, state and federal emission mandates and rules as applicable to the City.
- Best Available Control Technologies (BACT) and strategies by asset type.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Inspecting automotive equipment; determine repairs; and estimate costs.
- Diagnosing defects in automotive and heavy equipment.
- Understanding and interpreting specifications and manuals.
- Effectively utilizing computer software.

- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Possession of a valid, unrestricted California Class "B" driver's license and must be maintained throughout the length of employment with the City of Victorville.
- Certification by National Institute for Automotive Service Excellence (ASE) as a Master Automobile Technician or as an ASE Master Medium/ Heavy Truck Technician is required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in a variety of environmental conditions, indoors and out, and includes work related travel in a City vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbents must be able to see and hear in the normal range with or without correction, and have the ability to read printed material the size of typewritten characters, and communicate verbally and in written form with great facility and must be able to be understood. Incumbents must be able to lift heavy loads up to 75 pounds. Incumbents must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

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Department Head

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Date

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Personnel Officer

\_\_\_\_\_  
Date