FLEET SERVICES SUPERVISOR

DEFINITION
Under general supervision, performs more complex and specialized mechanical tasks in addition to supervising staff engaged in the maintenance and repair of light and heavy transportation, construction, off-road equipment, and passenger vehicles, including many vehicles operating on compressed natural gas (CNG).

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
• Assigns, schedules, and manages City staff and contract workers engaged in the maintenance, repair and operation of light and heavy transportation, construction, mechanical and emergency equipment;
• Retrieves maintenance reports and perform more complex troubleshooting diagnosis on a wide variety of equipment;
• Assists mechanics with diagnosis and inspects vehicle repairs;
• Conducts safety training meetings and oversees safety programs;
• Monitors and reviews progress, efficiency and quality of work activities;
• Evaluates performance, recommends hiring, training and disciplinary action for assigned staff;
• Implements and enforces Divisional rules and procedures.
• Creates maintenance work-orders using an automated fleet management system;
• Prepares bid specifications for requisitions and solicits bids for contracted services and recommends selection of bidders for purchase of services and materials;
• Prepares staffing, time and material estimates required for maintenance-related projects; confers with contractors and vendors in the completion of maintenance services;
• Assists in the order of parts and supplies, updates computer files and enters daily work orders completed and in progress.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of light and heavy equipment maintenance and repair methods and techniques on air brakes, diesel engines, natural gas systems, propane and hybrid vehicles, of budgeting and purchasing techniques and procedures,
• Skilled in supervising, delegating, and evaluating work of staff, prioritizing and scheduling equipment maintenance activities, in providing and following oral and written communication, and in establishing and maintaining effective working relationships;
• Ability to perform essential duties independently or without supervision, to effectively communicate verbally and in writing, to resolve conflicts with professionalism and tact, and
• Proficient in operating a personal computer hardware and software, scanners, and other industry related software to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in office and service garage environments. Work may require frequent standing, walking, bending, and lifting up to 50 pounds. May be exposed to repetitive motion, vision to monitor and background noises.

QUALIFICATIONS
ASE Master Certified Mechanic AND five (5) years of progressively responsible experience performing light and heavy duty, diesel and construction equipment repair including two (2) year at a lead worker level and/or training in supervision. Must possess at the time of application and maintain a valid California class B Driver’s License.