PUBLIC WORKS SUPERINTENDENT
Fleet Services

DEFINITION
Under general supervision, manages staff engaged in maintenance, repair and service activities for Fleet Maintenance Divisions.

ESSENTIAL FUNCTIONS
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
- Manages City staff and contract workers engaged in the maintenance, repair and operation of light and heavy transportation, construction, mechanical and emergency equipment;
- Schedules, assigns and oversees work activities; assist mechanics with diagnosis and inspects vehicle repairs;
- Monitors and reviews progress, efficiency and quality of work activities;
- Evaluates performance of assigned staff and recommends hiring, training and disciplinary action for assigned staff;
- Conducts safety training meetings and oversees safety programs;
- Implements Divisional rules and procedures; develops, implements and oversees Division safety programs;
- Recommends and conducts safety training meetings;
- Investigates and answers public works complaints or inquiries;
- Evaluates staff performance and program effectiveness;
- Inspects work in progress and upon completion;
- Prepares and administers Division budgets and monitors expenditures;
- Recommends the purchase of equipment and assists in the development of equipment specifications;
- Monitors and verifies safe work practices of assigned staff;
- Develops and implements policies, procedures, goals and objectives for assigned Divisions.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of light and heavy equipment maintenance and repair methods and techniques, budgeting and purchasing techniques and procedures,
- Skilled in managing, delegating and evaluating work of staff, prioritizing and scheduling division activities
- Skilled in providing and following oral and written instructions, establishing and maintaining positive and productive working relationships,
- Ability to effectively communicate verbally and in writing in English with all levels of staff and the public
- Proficient in the use of a personal computer hardware and varying software packages to perform essential job duties;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed both in an inside and outside environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor's Degree from an accredited college or university and ASE Master Technician Certification AND five (5) years experience in fleet maintenance or auto repair including two (2) year at a supervisory or management level; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.