



POSITION DESCRIPTION

TITLE: Fleet Services Supervisor **LAST UPDATED:** April 11, 2016
DEPARTMENT: Administrative Services **JOB CLASS:**
REPORTS TO: Fleet Services Manager **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Fleet Services Manager, the Fleet Services Supervisor supervises the repair and preventative maintenance of all City fleet vehicles and heavy equipment operated by the City employees. Tracks, maintains and updates preventative maintenance records. Supervises assigned staff.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Oversees and supervises the maintenance and repair of City Fleet vehicles and heavy equipment.
- Selects, trains, and supervises personnel directly. Establishes work priorities, goals, objectives and schedules of subordinate staff.
- Evaluates and counsels subordinates regarding discipline and other problems. Completes performance evaluations on subordinate employees.
- Establishes and schedules vehicle repairs and preventative maintenance.
- Assists Fleet Services Manager with creation and implementation of division policies and procedures.
- Assigns prioritizes and inspects work performed by Fleet Technicians.
- Assists Fleet Services Manager with fleet replacement recommendations and vehicle specifications
- Assists with preparation of division and monitors expenditures.
- Monitors and enforces occupational safety and health rules and regulations shop areas and on work sites and fuel site.
- Completes division reports as assigned.
- Performs work site inspections
- Assists with the coordination and fleet vehicle auctions.
- Assists with over site of car wash, maintenance, supplies, etc.
- Places fuel orders when required.
- Develop fleet maintenance GPS utilization.

Other Important Duties:

- Travels to job sites, meetings, conferences and training.
- May occasionally work evenings and weekends.
- Instructs or assists mechanics when necessary.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of fleet maintenance and repair procedures.
- Knowledge of equipment repair schematics and diagrams.
- Knowledge of occupational health and safety rules and regulations.

- Knowledge of City policies and procedures.
- Knowledge of disposal and recycling techniques and procedures for hazardous materials, used oils and other chemicals.
- Knowledge of computers and related equipment, hardware and software to track maintenance records and inventory, costs, materials and hours.
- Skill in effective oral and written communications.
- Skill in planning, coordinating and tracking the repair and maintenance of all City vehicles and heavy equipment.
- Skill in providing cost effective maintenance and repair services.
- Skill in providing on the job technical and safety training to assigned staff.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** five (5) years vehicle or heavy equipment mechanical repair experience, and two (2) years' experience in a lead or supervisory role; **or** equivalent combination of education and experience.
- May be required to obtain State Vehicle Inspection Certification and for DOT inspections.
- Candidate must possess six to eight (6-8) certifications in one of the following ASE (Automotive Service Excellence) categories:

Eight (8) Certifications in:

Automobile and Light Truck Certification

- A1 Engine Repair
- A2 Automotive Transmission
- A3 Manual Drive Train & Axles
- A4 Steering & Suspension
- A5 Brakes
- A6 Electrical/Electronic Systems
- A7 Heating & A/C
- A8 Engine Performance
- A9 Light Vehicle Diesel Engines

OR

Eight (8) Certifications in

Medium-Heavy Truck Certification

- T1 Gas Engines
- T2 Diesel Engines
- T3 Manual Drive Train & Axles
- T4 Brakes
- T5 Steering & Suspension
- T6 Electrical/Electronic Systems
- T7 Heating & A/C
- T8 Preventive Maintenance Inspection

- Must pass a pre-employment drug screen, physical agility, criminal background and MVR check.
- Must possess valid State of Texas class C driver's license.

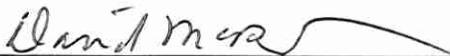
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office, automotive repair shop and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling or lifting such when as retrieving and replacing materials, supplies, and inventory, or when assisting in the maintenance and repair of vehicles and heavy equipment.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes common to automotive repair shops.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, two-way radio, cellular telephone, general mechanics hand tools, automotive testing equipment, and City vehicles and heavy equipment.

Approved By:



David McBurnett, Fleet Services Manager

04/04/2016

Date



Shannon Allyn, Human Resources Generalist

04/04/2016

Date