Bargaining Unit: MS FLSA: Covered

Position Number: 6595

## **PUBLIC WORKS SUPERVISOR - FLEET**

# **DEFINITION**

To supervise, review and participate in the work of staff responsible for providing fleet services. Oversee a full service garage, responsible for the maintenance and repair of the City's fleet.

Under general supervision, incumbents supervise the work of a crew of equipment mechanics and service workers engaged in the repair, maintenance and servicing of motorized equipment. Incumbents have full latitude in selecting work methods.

## **DISTINGUISHING CHARACTERISTICS**

This is a single-position supervisory classification. The position serves as supervisor to staff assigned to the Fleet Division coordinating work assignments and will also be required to perform the work assignments. Positions in this class assign and guide the work of others. Incumbents receive instructions when tasks are assigned and have full latitude in selecting work methods. Work is generally reviewed upon completion for final results. Incumbents are expected to refer matters that do not fit a clear pattern to the Public Works Manager - Operations for instruction.

## **REPORTS TO**

Public Works Manager - Operations

# **CLASSIFICATIONS SUPERVISED**

Staff assigned to the Fleet Services Division of the Public Works Department.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (The following is used as a partial description and is not restrictive as to duties required.)

To supervise, review and participate in the work of staff responsible for providing fleet services; oversee a full service garage, responsible for the maintenance and repair of the City's fleet; direction in originating, monitoring and improving an equipment maintenance program; works with vendors in minimizing City costs for maintenance and parts programs; responsible for a variety of personnel actions including performance evaluation, training, and disciplinary actions; assists in budget development and administration; submits budget recommendations; monitors expenditures; maintains various records on equipment and vehicle maintenance, parts and labor; assists with technical maintenance questions and problems; inspects and road tests equipment to diagnose malfunctions and determine repair needs; may perform journey level mechanical work; assist with and monitors work orders for vehicles and equipment. This position may provide standardized training and work methods to all mechanics; provides general supervision support for the day-to-day activities; provides decision-making alternatives. This position makes recommendations regarding requisitions and purchases of supplies; checks and corrects work in progress (quality control) and implements measures to address employee performance problems or maintenance deficiencies; reports to the manager problems encountered with assigned work; observe and enforce safety regulations; input and

#### **PUBLIC WORKS SUPERVISOR - FLEET - 2**

# **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)**

retrieve fleet vehicle data from a personal computer work station; keep records and prepare reports of work; prepare preventive maintenance monthly schedules; set appointments for repair work with input from mechanics; operate City vehicles; and perform related work as required;

# TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk, normal manual dexterity and eye-hand coordination; ability to walk on uneven terrain and on slippery surfaces; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX machine; operate an automobile.

#### TYPICAL WORKING CONDITIONS

Work is performed primarily in an office setting, but will include outdoor and driving environment; some assignments performed alone in unusual locations; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

Rules of safety in mechanical working environment

Modern and complex principles and practices of automotive, truck, and equipment repair Fuel, ignition, electrical and cooling systems and their diagnosis, repair and adjustment; Operation and care of internal combustion engines;

Chassis, parts and replacements;

Provisions of the California Vehicle Code applying to the operation of vehicles on the highway; Pertinent Federal, State, and local laws, codes and regulations;

Effective leadership methods;

Appropriate safety precautions and procedures;

Basic computer skills.

## **Ability to:**

Supervise and review the work of others;

Organize and assign work;

Make oral and written reports on work activities:

Prepare Preventive Maintenance schedules:

Input and retrieve computerized data:

Inspect and diagnose mechanical problems and determine appropriate maintenance;

Understand pertinent procedures and functions quickly and apply them appropriately without immediate supervision;

Operate a vehicle observing legal and defensive driving techniques;

Maintain accurate records:

#### **PUBLIC WORKS SUPERVISOR - FLEET - 3**

# <u>DESIRABLE QUALIFICATIONS (Cont.)</u> <u>Ability to: (Cont.)</u>

Assign, check, correct and participate fully in the work of subordinates; Understand and carry out oral and written instructions; Establish and maintain effective working relationships with those contacted in the course of work.

# **Training and Experience:**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be an Associate's degree in public or business administration, automotive or industrial technology or related field and five (5) years of journey-level experience in equipment repair, maintenance and operations, including two of which involve supervision of other mechanics.

## **Special Requirements:**

Possession of a California Class C driver's license. Must have the ability to obtain Class A driver's license (without Restriction 48) within 6 months of employment.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED

airperson Personnel Board

DATE