

CITY OF REDWOOD CITY

Fleet Supervisor

DEFINITION

Under supervision of the Fleet Manager, plans, organizes and directs the maintenance, repair and servicing of a wide variety of vehicles and heavy equipment.

DISTINGUISHING CHARACTERISTICS

The Fleet Supervisor is the first-line supervisor for equipment maintenance and repair staff in the Equipment Services Section. This position is responsible for planning, organizing, scheduling, assigning and directing the work of the equipment shop and provide technical assistance as necessary. This position is distinguished from the Fleet Manager, which is responsible for the overall administration and oversight of the Equipment Services Section.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Fleet Manager.

Responsibilities include supervision of equipment mechanics and service worker staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Plans, organizes, schedules, supervises, assigns and evaluates the work of staff assigned to the repair and maintenance of a wide variety of automotive and heavy-duty vehicles and equipment.
2. Instructs and provides for the training of staff in work methods, use of tools and equipment and relevant safety precautions and conducts safety meetings.
3. Provides technical direction and assistance to equipment mechanics on complex work assignments and assists in the diagnosis of mechanical problems or failures.
4. Inspects equipment to determine work required and to evaluate performance.
5. Estimates personnel, material and equipment requirements for assigned jobs.
6. Monitors the flow of work, prioritizes and schedules assignments and customer notifications.
7. Prepares and maintains a variety of reports and records, including timecards, worksheets, accident reports, and maintenance requests.
8. Reviews work upon completion; ensures appropriate safety precautions are being utilized.
9. Assists in developing and implementing goals, objectives, standards and priorities.
10. Conducts performance evaluations of subordinate staff and recommends disciplinary actions as necessary.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Tools, equipment, and procedures used in the overhaul, repair and adjustment of gas and diesel-powered equipment.

Operating and repair characteristics of City-owned equipment.

Safety practices and procedures, including occupational hazards and standard safety procedures, especially as they relate to fleet operations.

Equipment record keeping systems, including their application in automated management information systems.

Principles of supervision, training and performance evaluation.

Skill to:

Plan, estimate, coordinate and schedule the work of others.

Prepare and maintain a variety of accurate written records and reports pertaining to the work.

Select, supervise, train and evaluate subordinate personnel.

Operate and maintain shop equipment and tools

Perform major mechanical work including the troubleshooting of equipment and vehicles.

Operate a motor vehicle safely.

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FLEET SUPERVISOR (Continued)**

Ability to:

Direct and oversee the work of others.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Read and interpret plans, diagrams, specifications and manuals.

Make and interpret mathematical calculations.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible journey level mechanic experience, equivalent to that of an Equipment Mechanic II for the City of Redwood City.

Training:

Equivalent to the completion of the twelfth grade supplemented by technical or trade school coursework in automotive mechanics.

License or Certificate:

Possession of valid California Driver's License. ASE Certifications (specify)

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work around gasoline, diesel fuel, vehicle lubricants and associated chemicals and solvents; work in a variety of environmental conditions including heat, cold, humidity, dampness, dust, smoke, fumes, noise, slippery and uneven surfaces, vibration, machinery and electricity or electrical energy.

Effective Date: January, 2007

Bargaining Unit: Redwood City Management Employees Association