

**ADMINISTRATIVE SERVICES DEPARTMENT
FLEET AND FACILITY SERVICES DIVISION
FLEET SUPERINTENDENT**

GENERAL DUTIES: Under the general direction of the Assistant City Administrator, plan, coordinate, participate in, and supervise the activities of the Fleet Section. Assigned functions are equipment and vehicle mechanic services which City personnel and contractors provide.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plan, organize and schedule activities related to fleet and equipment maintenance; establish work priorities involving vehicle and equipment maintenance, repair, and purchases/replacements; plan and schedule fleet and equipment maintenance/repair activities; develop programs for routine and preventive maintenance of vehicles and equipment.
2. Receive, evaluate and process work requests from City departments; establish divisional goals and objectives and determine work priorities and methods of achieving goals and objectives.
3. Apply City and Department policies, procedures, rules and regulations pertaining to the work and the work group; establish divisional policies, procedures and rules pertaining to the work group.

4. Manage and supervise subordinate employees; prepare and present work appraisals and performance evaluations; initiate disciplinary action as necessary; and identify and/or resolve subordinate complaints; provide and/or conduct staff training.
5. Coordinate computerized system to track vehicles and equipment, work orders, time and materials, and prepare periodic charge-back reports.
6. Coordinate projects and vehicle/equipment purchase with other City work units and outside contractors; assist in the determination of the need for use of contractors; prepare contract documents, vendor qualifications and Request For Proposal specifications and requirements; participate in vendor/contractor selection; administer contracts.
7. Inspect work by employees and contractors in progress and upon completion to insure compliance with standards and specifications; advise customer departments of work in progress, operating problems and actual or potential delays.
8. Performs work on specialized vehicles and equipment as may be required or in emergency situations.
9. Develop and administer the five-year operating budget and the 20-year capital improvement budget, and monitor expenditures; recommends changes to the budget and provides documentation to support recommendations; perform budget analysis and project cost of divisional operation including staffing, equipment and supplies; develop cost of vehicles and equipment maintenance and replacement; project the useful life of vehicles and equipment and develop and recommend replacement schedules.
10. Prepare periodic reports and summaries; and direct and participate in the maintenance of necessary records.
11. Respond to questions, complaints and emergency calls and take appropriate courses of action.
12. Responsible for the maintenance of safe working conditions and practices.
13. Serves as a liaison to City departments and other agencies relative to assigned areas of responsibility.
14. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Interpreting and applying policies, procedures, rules and regulations and laws applicable to the work.
2. Organizing work, setting priorities and exercising sound independent judgment within established guidelines.
3. Maintaining accurate records and preparing clear, concise and effective correspondence, reports and other written materials.
4. Preparing, administering and monitoring program budgets.

5. Establishing effective relationships with those contacted in the course of the work.
6. Project management.

KNOWLEDGE: Knowledge of:

1. Principles and practices, methods, equipment, materials and techniques used in the repair, maintenance and purchase/replacement of City vehicles and equipment.
2. Principles and practices of supervision, training and personnel management.
3. Safe work practices and procedures and applicable laws and regulations governing job safety and the work environment. Contract documents and specifications.
4. Report and letter writing.
5. Correct English usage including, grammar, spelling and punctuation; report and letter writing.
6. Pertinent local, State and Federal rules, regulations and laws.
7. Modern office procedures and computer equipment.
8. Principles and practices of organizational analysis and management.
9. Budgeting, accounting and purchasing methods and principles; business mathematics effective methods of record keeping and inventory control; computerized maintenance management systems.

ABILITIES: Ability to:

1. Effectively plan, organize, direct and review the work of the division.
2. Acquire and exercise a thorough knowledge of all aspects of City vehicles and equipment.
3. Prepare cost estimates and budget documents and materials.
4. Read and interpret technical materials to non-technical individuals including vehicle and equipment specifications and maintenance and repair manuals.
5. Operate a personal computer and use applicable word processing and spreadsheet applications; create computerized records and databases.
6. Communicate effectively in writing and verbally.
7. Maintain effective working relationships with those contacted in the course of work.
8. Supervise, train and evaluate personnel.
9. Analyze problems, identify alternative solutions, recommend and implement appropriate solutions.
10. Make budget projections and arithmetical calculations.
11. As required, perform physical requirements of the job.
12. Ability to lift and carry up to 75 pounds safely.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical field and office environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Typewriter
8. Polaroid or digital camera
9. Paper shredder
10. Paper cutter
11. Specialized computer software
12. Handcart or dolly
13. Pager
14. Two-way radio
15. Specialized tools used in the repair and maintenance of vehicles and other equipment
16. Large equipment repairs, dump truck, police car, fire truck, fire engine, boom truck, cat loader, trench snapper, backhoes, paint truck, roller, etc.
17. Car lift
18. Oil, gasoline, grease and a variety of equipment solvents and cleaners
19. Floor jack
20. Analyzer
21. Torches
22. Arch welders
23. Welding helmet
24. Pressure washer
25. Disposable latex gloves
26. Safety goggles, gloves and hearing protection
27. Safety shoes
28. Face shield
29. Dust mask
30. Coveralls
31. Automobile, truck or van

PHYSICAL DEMANDS:

When working in the Repair Shop at the Corporation Yard, field, or in the office, employee will perform the following physical activities including handling heavy equipment and vehicle parts, tools, files, books, binders, and boxes of material or equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking, to and from different facilities while in the process of repairing equipment.
3. Standing, when performing maintenance on light/heavy equipment such as trucks or cars.

4. Kneeling, when installing, repairing or inspecting light or heavy equipment.
5. Bending/stooping, when installing, repairing or inspecting light or heavy equipment.
6. Squatting/bending, when installing, repairing, or inspecting light or heavy equipment.
7. Crawling, when installing, repairing, or inspecting light or heavy equipment.
8. Climbing, ladders or stairs when performing maintenance on light or heavy equipment.
9. Balancing, when using ladders and when working on light or heavy equipment.
10. Twisting, when installing, replacing, or inspecting light or heavy equipment.
11. Reaching, when working with tools and equipment during repair procedures.
12. Repetitive hand motion including simple grasping, firm grasping, when writing and keyboarding.
13. Carrying, equipment/tools when repairing or inspecting light or heavy equipment.
14. Pushing/pulling, handcart when installing, repairing or inspecting light or heavy equipment.
15. Lifting up to 75 lbs., when installing, replacing or repairing light or heavy equipment.
16. Driving, to other facilities to install, repair or deliver equipment, in addition to purchasing supplies and attending meetings and training.
17. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

A majority of the time, employees are required to use these senses while using specialized equipment when performing routine maintenance on City vehicles and other equipment.

Under typical office conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, or camera:

1. Seeing, color vision for safety reasons, when working with electrical wiring and cables. In addition, hand signals are used when verbal communication is comprised when working around loud machinery, equipment or heavy traffic.
2. Speaking/Hearing, for safety reasons, when communicating with co-workers, customers and the public.
3. Touching/Feeling, for safety reasons, when differentiating sharp or hot objects in order to prevent injury or an unsafe condition when working with equipment, tools, oils, etc.
Smelling, for safety reasons, when differentiating chemicals, gases, oils, propane, etc.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 5% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, approximately 90% of the time, during pick up, delivery, maintenance, and repair of light and heavy equipment and City vehicles. Employee may be required to crawl or work on equipment with limited space.
2. Travel: Under varying conditions via automobile, less than 10% of the time.
3. Flooring: Asphalt, dirt, mud, rock, grass, sand, wood, tile, carpet, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise, while working in the Corporation Yard with cranes, Police vehicles, fire trucks, and other noisy equipment.
5. Lighting: Conducive to normal outdoor settings, but may also work in poorly lit areas under vehicles or when servicing other heavy equipment.
6. Ventilation: Heating and air conditioning provided by a vehicle or facility. Employee is exposed to extreme heat, cold or dampness while working in the garage or while out on a call, repairing equipment or other vehicles.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, gasoline, propane, paint, thinners, acids, cleaners, solvents, etc.

HAZARDS:

Mechanical and electrical exposure is medium to high depending on the work being performed on City vehicles or other light or heavy equipment. There is potential exposure to biological waste or bodily fluids when working in Police or Fire vehicles. In addition, there is some exposure to mechanical hazards when driving a vehicle or truck.

Exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, camera, radio, etc.

ATMOSPHERIC CONDITIONS:

Low to medium exposure to fumes occurs from gasoline, propane, cleaners, solvents, oils, and vehicle exhaust when performing maintenance or repairs on City vehicles or other equipment. Minimal exposure to fumes occurs in the typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Education equivalent to an AA degree in automotive technology, automotive/equipment maintenance or a related field.
2. Six (6) years of experience in fleet and equipment maintenance and repair, including two (2) years of supervisory experience at a lead worker level or higher. Experience with large and/or specialized vehicles such as fire engines, police cars, and/or Vactor trucks is strongly desired.
3. Additional years of related experience may be substituted for up to two years of the required education with one additional year of experience equaling one year of the required education.

4. Possess at least three ASE certifications at time of hire and be willing and able to obtain additional ASE certifications that would assist in the performance of the job.
5. Possess a State of California, Bureau of Automotive Repair, emissions inspections license within six months of hire.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s). May be required to obtain and maintain a valid Class A California Driver License within twelve (12) months of hire. May be required to obtain endorsements. May be required to participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
7. Pass a post-offer medical examination, which includes a drug test.
8. Is subject to weekend work, work on holidays, variable shifts and call back.
9. Prefer bilingual (English/Spanish).
10. Pass a Department of Justice criminal record check for employment.
11. Prefer non-tobacco user.