



Fleet Services Supervisor

Purpose of the role:

Under direction, supervises, assigns, and reviews the work of staff responsible for the maintenance and repair of the City's fleet of vehicles and equipment; supervises and coordinates fleet services programs; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions and outside agencies; and performs related duties as assigned.

Distinguishing Characteristics:

The Fleet Services Supervisor assumes responsibility for the administration of the City-wide vehicle and equipment maintenance program. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Fleet Services Supervisor's work time is spent performing supervisory functions. Assignments are varied and carried out with considerable judgment and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates the work of assigned staff engaged in the maintenance and repair of the City's vehicles and equipment; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of fleet services staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing fleet maintenance services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.

- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Prepares or directs the preparation of a variety of studies and reports related to current and long-range City needs and develops specific proposals to meet them.
- Directs fleet maintenance and repair activities, including planning, estimating, scheduling, inspecting and monitoring work being performed.
- Administers fleet software program; updates and expands software as necessary; adapts software to City's needs; publishes reports.
- Administers City's two-way radio system; coordinates the City's needs and system capacity; updates and expands the system as necessary; serves as radio liaison among various City departments.
- Manages the City's alternative fuels program; coordinates the City's vehicle purchases; serves as community liaison with private businesses using alternative fuels vehicles.
- Provides technical assistance to staff; resolves a variety of routine personnel administrative matters; interprets City personnel and MOU provisions as necessary.
- Coordinates the work of the unit with other City divisions and departments, outside agencies or concerned citizen groups; works closely with public and private groups and individuals to explain or coordinate proposed programs.
- Ensures compliance of unit activities to pertinent codes, regulations and guidelines.
- Prepares and maintains a wide variety of written records and correspondence; prepares or reviews reports for City management, boards, commissions and other organizations.
- Integrates new program activities into maintenance schedules.
- Prepares specifications and makes recommendations on the purchase, sale, and disposal of new and used vehicles and equipment.
- Maintains current knowledge of new trends and innovations in the field of fleet services; monitors developments related to equipment maintenance, evaluates their impact and implements policy and procedure improvements.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints in an efficient and timely manner.
- Performs related duties as required.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a fleet services program.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of vehicle and equipment maintenance and repair as related to a large and varied fleet maintenance program.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation and work standards.
- Theories, principles, techniques and equipment used in vehicle and equipment maintenance and repair.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Occupational safety hazards and safe work practices.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

***Desired
Minimum
Qualifications:***

- Supervise, coordinate, and direct fleet services programs.
- Select, train, supervise, organize, and review the work of assigned staff involved in fleet services.
- Recommend and implement goals, objectives, policies, and procedures for providing fleet services programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Oversee and direct a large vehicle and equipment program.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
- Exercise independent judgment and initiative within general policy guidelines.
- Coordinate work assignments with other divisions, departments, or agencies.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.



Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

**Education and
Experience
Guidelines:**

Education:

Equivalent to the completion of the twelfth grade supplemented by college level course work or specialized training in fleet services maintenance or a related field.

Experience:

Six years of responsible vehicle and equipment maintenance experience including one year of lead supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop; grasp, repetitive hand movement and fine coordination in preparing reports using a computer key board. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; occasionally works in outside weather conditions and is exposed to wet and/or humid conditions.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: