

FLEET MAINTENANCE SUPERVISOR

Definition:

Under general supervision, supervises and performs skilled repair, overhaul and maintenance of vehicles and equipment; both gas and diesel, in both shop and field. Provides supervision over staff, and performs related work as required.

Distinguishing Characteristics:

This class is a full supervisory class. It is in the Water System bargaining unit and is a non-exempt class. It is differentiated from other mechanic classes by the supervising responsibility and by the requirement for assessing the fleet needs and budgeting to meet them in conjunction with the Deputy Director of Field Services. This class works both indoors and outside in all types of weather, is regularly exposed to oil, gasoline and other chemicals, and works on or around slippery surfaces. There is regular exposure to machinery and vehicles with moving parts. Incumbents frequently lift up to 75 lbs. and occasionally up to 100 lbs. Duties require the ability to focus vision closer than one foot and at distances over twenty feet and to distinguish colors. The duties include regular climbing, stooping, kneeling, crouching, reaching, crawling, standing and walking. The duties also require fine manipulation of small items often by touch only and regular pushing, pulling and grasping. Must be able to communicate both orally and in writing.

Examples of Duties:

- inspects vehicles and equipment and diagnoses trouble to determine the extent of necessary repairs;
- schedules, assigns, and performs regular repair and routine maintenance;
- provides technical advice and assistance to other employees;
- consults and advises the Superintendent in matters pertaining to vehicle maintenance and/or replacement;
- performs mechanical work in the maintenance and repair of equipment;
- performs safety checks;
- prepares and maintains records of time and materials used on each job as well as general maintenance records;
- supervises and evaluates fleet maintenance staff;
- prepares vehicle and equipment specifications;
- helps prepare bid documents;
- requisitions parts and supplies;
- disposes of surplus vehicles and equipment in accordance with applicable laws and Agency rules;
- schedules and performs B.I.T. inspections;
- may instruct drivers and others on proper maintenance procedures;

FLEET MAINTENANCE SUPERVISOR

- may operate mobile service for on-site emergency repairs;
- may use welding equipment to fabricate, rebuild, or strengthen various equipment parts.

Qualifications:

Knowledge of:

- the operation of a fleet mechanical repair shop;
- methods, materials, tools and equipment used in the maintenance, adjustment and repair of vehicles and equipment;
- safe driving practices;
- operating principles of gasoline and diesel engines, heavy trucks and construction equipment;
- occupational hazards and standard safety precautions necessary in the work;
- principles and methods of gas and electrical welding;
- basic machinery operations; principles of supervision.

Ability to:

- inspect, locate, diagnose and repair mechanical defects;
- to estimate cost of repairs;
- to perform minor body and frame work;
- order supplies and equipment;
- maintain and perform preventive maintenance;
- supervise and evaluate work of others;
- work cooperatively with others;
- weld safely and effectively;
- train, schedule and supervise other fleet maintenance staff;
- communicate effectively both orally and in writing.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of high school and five years of experience as a vehicle mechanic including experience with gas and diesel engines and heavy equipment, and experience or training in the supervisory or management field.

FLEET MAINTENANCE SUPERVISOR

License/Certificates:

Must possess and maintain a valid California Class A driver's license with an acceptable driving record.