

Fleet Services Maintenance- Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Formatted: Left

JOB SUMMARY

Manage the composition, utilization, and maintenance of the City's fleet. Manage related service contracts ensuring vendor accountability and maximizing operational effectiveness and efficiency. Perform complex cost-benefit, life cycle, and other analysis to support strategic decision-making. Establish and implement policies and procedures to support departmental user accountability for the proper use and care of vehicles and equipment. Provide guidance to City departments on fleet matters.

Formatted: Left

Technical work supervising, planning, and participating in the maintenance, repair, and purchase of City-owned vehicles and equipment. This position manages and oversees the work performed by skilled technical staff engaged in the general and major repair of automobiles, trucks, mowers, backhoes, dump trucks, and other small and large city equipment and vehicles.

Formatted: Centered

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manage, plan, and direct fleet management maintenance operations, ensuring the safe, reliable, and efficient use of City vehicles and equipment by coordinating quality and cost-effective procurement, maintenance, and repair services.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Prepare and administer the division's annual budget and monitor expenditures; review requisitions for new equipment and make recommendations based on analysis of industry best practices; review all annual fleet budget requests and recommend replacement units; develop and coordinate Capital Improvement Plan submissions.
- Receive and respond to inquiries and complaints from employees regarding the City vehicle fleet and related services; resolve disputes between vendors and served departments.
- Manage the development of vehicle and equipment specifications for the purchase of new vehicles and equipment as appropriate to meet the needs of specific City departments; manage the proper disposal of obsolete or surplus vehicles and equipment coordinating with the Procurement Division.

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

- Manage, coordinate, and evaluate maintenance and repair services for all vehicles and mechanical equipment; track preventative maintenance requirements and notify appropriate personnel when services are due; ensure the maintenance of accurate and complete division records.
- Negotiate annual contracts with maintenance providers and oversee work provided; perform occasional inspections to ensure that all vendor work activity is consistent with contract requirements and industry best practices; audit and authorize payment to contractors; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and recommend appropriate changes.
- Publish, monitor, and maintain an accurate fleet asset inventory; initiate requisitions for replacement inventory to ensure appropriate levels to maintain operational effectiveness.
- Plan, prioritize, supervise, and coordinate the work of multiple crews responsible for the daily operations of city streets, parking lots, sidewalks, and storm drainage systems.
- Research and analyze data to create reports and offer recommendations regarding fleet management maintenance costs, life cycle analysis, equipment planning, procurement, and disposal.
- Review work orders and prepare daily ~~schedules~~ and staff assignments. ~~Spot-check~~ staff assignments and provide supervisory leadership.
- Review time cards for accuracy, maintain records of employee attendance and forward to, and forward them to the appropriate department.
- Review the work plan for assigned responsibilities; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
- Provide and/or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary procedures.
- Ensure adherence to safe work practices and procedures.
- Identify equipment needs for each assigned project; set up and organize work methods and procedures.
- Solicit quotes from contractors and vendors for supplies, equipment, and services. Evaluate responses and provide input in the selection process; monitor the work of external contractors and vendors for compliance with applicable standards and established schedules.
- Maintain operation records and logs of all work performed.
- Assists in the preparation of the annual budget.
- Attends public meetings on behalf of the City as required.
- Supervises, plans, and participates with in the daily maintenance and repair of many City-owned vehicles, heavy equipment, and small engines.
- Establishes scheduling priorities and assigns work orders to staff in a manner to ensure minimum down time for service and repair.
- Provides technical assistance to staff under charge in complex and technical situations.
- Establishes and maintains vehicle operation and maintenance cost records and evaluates information for the purpose of vehicles and equipment.
- Determines necessary inventory levels for parts and supplies, and monitors fuel supply for proper ordering levels.
- Assists in preparation and control of preparing and controlling the division budget; participates in development developing of specifications for the purchase of vehicles and equipment.
- Assists with repair and maintenance tasks.
- Evaluates the work performance and attendance of subordinates and approves payroll.
- Maintains Fuel Site Inspection & County Compliance for the City.

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri), 11 pt, Font
color: Auto

Formatted: Font: (Default)
+Body (Calibri)

- Performs other duties as directed.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or equivalent ~~required~~. Master Automotive Service of Excellence certification is required. CPR certification to include AED training is preferred. Minimum of six-five (65) years of increasingly responsible experience performing, leading, and supervising fleet and equipment maintenance and repair. Equivalent to the completion of the twelfth grade, with vocational training in one or more of the mechanic trades (gasoline or diesel engines), or equivalent on-the-job training. experience in the repair of automotives, heavy equipment, small engines, and similar duties, preferably in a governmental agency environment. Experience in the maintenance of both gasoline and diesel engines.- Demonstrated experience with computer operations and software.- ~~Master ASE Certification and experience in a supervisory capacity preferred. -~~ Must possess a valid State of Florida CDL Class B license and the ability to maintain insurability preferred, or obtain it within six months of hire. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Must p and the ability to maintain insurability. by the date of hire.

Knowledge, ~~Skills,~~ and Abilities:

Knowledge of:

- Methods, practices, and equipment used in fleet maintenance services and activities, including a variety of building trades work.
- Operational characteristics of tools and equipment used in fleet maintenance and repair work. Preventive maintenance requirements.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Occupational hazards and standard safety precautions.
- Supervise, train, and evaluate staff.

Ability to:

- Communicate clearly and concisely.
- Operate a variety of vehicular and stationary mechanical equipment and hand tools in a safe and effective manner.
- Perform a variety of manual tasks for extended periods of time and in unfavorable conditions.
- Perform heavy manual labor.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations of the department to which assigned.
- Communicate clearly and concisely, both orally and in writing.
- Ability to effectively utilize technology such as computers and software required to conform to the expected procedures and operational methods of the Department and the City.

Formatted: Normal, No bullets or numbering

Formatted: Normal, No bullets or numbering

- Assists with developing technical specifications required for the preparation ~~for~~ of formal bids or other required purchasing functions. Ability to make cost estimates.
- Knowledge of the ASE certification methods of maintaining and repairing automotives and construction or other specialized equipment.
- Knowledge of the operating principles and maintenance of gasoline and diesel powered engines.
- Knowledge of mechanics, uses, limitations, and maintenance of municipal vehicles, heavy trucks, and construction equipment.
- Knowledge and skill using computers, associated software for necessary communications, record keeping, and maintenance tasks.
- Ability to plan, assign, inspect, evaluate, and supervise the work of skilled employees engaging in servicing, repairing, and maintaining automotive equipment.
- Ability to establish and maintain vehicle operating records and costs, and to analyze this information for the purpose of recommending to recommend service, replacement, and disposal.
- Ability to develop procedures for the most economical operation of repair work and for the most efficient and economical operation and use of equipment.
- Ability to establish and maintain effective working relationships with other employees and the public.

Supervision Received/Exercised:

- Receives administrative direction from the Public Works Director or ~~his/her~~their Designee.
- Exercises general supervision over ~~lower level~~lower-level facilities staff.

PHYSICAL/MENTAL DEMANDS

Tasks involve moderate to heavy physical effort, including heavy lifting, carrying, pushing, and pulling equipment or supplies of heavyweight ~~(e.g., up to 50 or more pounds)~~, ~~climb~~climbing stairs or ladders, remaining in positions requiring prolonged standing, walking, or sitting. Tasks require physical agility, in which some combination of the following is typically required: bending, kneeling, climbing, crawling, and stooping. Tasks may involve extended periods working in outdoor conditions with exposure to disagreeable environmental conditions, e.g., solar radiation, heat, dust, dirt, humidity, fumes, gases, smoke, acute vibrations, electrical hazards, and confined or elevated workspaces. These tasks include making observations, communicating, reading and writing, use of computers/tablets, operating equipment, making decisions, using judgment, estimating, calculating, and demonstrating intellectual capabilities and close collaboration with others. When assisting mechanic staff, tasks involve the ability to exert moderate physical effort, which may involve lifting, carrying, pushing, and pulling of objects and materials of moderate to heavy weight (40-80 pounds). Tasks require physical agility, in which some combination of the following is typically required: such as bending, kneeling, climbing, and crawling. Some tasks involve exposure to shop hazards or disagreeable conditions such as chemicals, petroleum products, grease, noise, and fumes. Tasks may involve extended periods of time working in outdoor conditions with exposure to disagreeable environmental conditions, such as solar radiation, heat, rain, and humidity.

WORKING CONDITIONS

Formatted: Normal, No bullets or numbering

Formatted: Font: 12 pt

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Black

Formatted: Normal, No bullets or numbering

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space After: 8 pt, Line spacing: Multiple 1.08 li, Hyphenate, Tab stops: Not at -0.5"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Space Before: 0 pt, After: 8 pt, Line spacing: Multiple 1.08 li

Primarily operates in an outdoor environment with exposure to environmental risks, occasionally transitioning to indoor settings. Work is performed indoors and outdoors with exposure to all types of conditions, including but not limited to chemicals, petroleum products, grease, noise, fumes, heat, rain and humidity.

Formatted: Left

This position is considered essential for disaster recovery efforts.

Formatted: Left, Space Before:
18 pt

Formatted: Left