

CITY OF MILWAUKIE

CLASSIFICATION: FLEET SUPERVISOR

Department: Community Development/Public Works Grade Number: 14(24) FLSA: Exempt
Location: Johnson Creek Blvd. Union: Management, Supervisory, Confidential Group
EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs a variety of supervisory, administrative, skilled, and technical work in the planning, maintenance and repair of City vehicles and contract government vehicles. This includes Police, Public Works, Fire and Fleet vehicles. Responds to customer concerns and complaints. Assigns and reviews work of mechanics. Schedules, inspects and performs repairs; and maintains vehicle, costs and testing records for Public Works equipment, Police, and Fire vehicles. Diagnoses malfunctions and accomplishes repairs in the shop or in the field as necessary.

This position works under the supervision of the Operations Director. Exercises budget responsibility for the Fleet division.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership through planning, organizing, directing and supervising all activities of the department to achieve goals within available resources related to Fleet services.
Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the division. Coordinates division activities with other departments and agencies as needed.
2. Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
3. Prepares and administers the division budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
4. Schedules, plans, and implements preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through the work of others. Works with outside vendors to schedule work for City and contracted equipment.
5. Plans and oversees workload of mechanics and road tests and checks work done by others.
6. Diagnoses problems and performs repair and maintenance on all vehicles and on mechanical equipment.
7. Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
8. Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance. Determines appropriate inventory to keep in stock.
9. Inspects, adjusts and replaces necessary units and related parts in the performance of repair and

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maintenance work.

10. Evaluates status of mechanical equipment, and performs or schedules needed repairs. Determines the need for new equipment. Assists in determining needs and repair of shop building.
11. Maintains vehicle repair and cost records, writes work orders, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
12. Assists in preparing bids and purchase of new vehicles.
13. Supervises the control and use of all materials, supplies and equipment used by the mechanics.
14. Oversees annual Department of Environmental Quality testing ensuring all vehicles are in compliance including determining actions to take in order to achieve compliance.
15. Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
16. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
17. Cuts and welds metal and performs body repair, touch up and related work.
18. Provides emergency field assistance to disabled equipment as needed and appropriate.
19. Maintains positive public relations with customers and is responsive to customer needs.
20. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
21. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

a) **Education:**

- i) Associates degree in Automotive Technology or closely related field; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

a) **Work Experience:**

- i) Four (4) of progressively responsible experience directly involving heavy equipment service, diagnosis of computer controlled vehicles, tire repair and maintenance, welding, tune ups, front-end work, computerized 4 –wheel alignment, brakes, and major vehicle repair prefer two years experience as lead worker or supervisory experience; or
- ii) Any equivalent combination of education and experience.

b) **Necessary Knowledge, Skills and Abilities:**

- i) Considerable knowledge of the practices, methods, materials and tools used in modern vehicle and equipment maintenance.
- ii) Thorough knowledge of automotive mechanics.
- iii) Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
- iv) Knowledge of price trends and grades or quality of materials and equipment.
- v) Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- vi) Working knowledge of the practices, methods, materials and tools used in

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- equipment maintenance.
- vii) Knowledge of management and supervisory practices and principles.
- viii) Knowledge of fiscal management, including budget preparation, expenditure control and record keeping.
- ix) Skill in operation of listed tools and equipment.
- x) Ability to establish and maintain effective preventative maintenance programs, policies and procedures.
- xi) Ability to plan and oversee the work of others and coach and counsel employees.
- xii) Ability to develop, track and maintain statistics on repairs and maintenance records and inventory.
- xiii) Ability to oversee the fleet operations and make recommendations for increased efficiencies.
- xiv) Ability to develop goals and long range planning for department.
- xv) Ability to analyze and evaluate departmental operations and develop and implement plans to improve departmental efficiency.
- xvi) Ability to manage multiple projects often within tight timeframes.
- xvii) Ability to establish and maintain effective working relationships.
- xviii) Ability to work as a team member and to cultivate a team climate.
- xix) Ability to perform the essential functions of the job.
- xx)

3. Special Requirements:

- (a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver' License.
- (b) CDL endorsement at a Class B level or higher or must obtain one within the first six (6) months of employment.
- (c) Automotive Service Excellence (ASE) certification and Emergency Vehicle Training (EVT) or must obtain within six (6) months of employment.
- (d) Must possess or be able to obtain within six (6) months of hire DEQ certification.

4. Tools and Equipment Used:

- (a) Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work.
- (b) Mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles.
- (c) Electronic vehicle diagnostic equipment.
- (d) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, telephones, mobile and portable radios.

5. Supervision:

- (a) This position supervises the mechanics.
- (b) Operates under the general direction and supervision of the Operations Director.

6. Communications:

- a) This classification involves frequent communication with other City departments, vendors, and customers regarding problems with equipment or vehicles, explaining equipment operation.
- b) Communications are generally routine.

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c) Communication rarely involves confidential or sensitive information.

7. **Cognitive Functions:**

- a) Work is performed highly independently with little direction. Policies and procedures exist. Person in this classification determines own practices and procedures by contributing to the development of new concepts.
- b) Most problems are quite difficult requiring decision making with precedent occasionally available. An incumbent has significant control over the planning and performance of the work.

8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) While performing the duties of this job, the employee frequently works near moving mechanical parts.
- b) The employee is occasionally exposed to wet and/or humid conditions, fumes, or toxic or caustic chemicals. (Safety equipment is provided.)
- c) Work is primarily performed in an automotive shop environment although there is occasional exposure to outside weather conditions and occasional work at other City facilities
- d) Frequently required to lift and/or move up to 25 pounds, and occasionally lifts weights up to 100 pounds.
- e) The noise level in the work environment is moderately noisy.
- f) Regular hours of work are 7:00 a.m. to 3:30 p.m. however may be called out at any hour to respond to emergency situation.

9. **Resource Accountability:**

- a) Positions in this classification have moderate influence over a high resource value including annual operating budget, supplies and materials inventory, and fleet equipment.
- b) Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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