



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

FLEET SUPERVISOR

DEFINITION

Under the direction of the Public Works director, the incumbent in this Management classification plans, assigns, supervises, and reviews the work of Equipment Shop personnel in the repair and maintenance of a wide variety of gasoline and diesel vehicles, including automobiles, trucks, fire engines, heavy equipment and small equipment such as lawn mowers, edgers, chain saws; performs related duties as required.

EXAMPLES OF DUTIES

- Plan, prioritize, assign, supervise, and participate in the work of mechanics and other workers engaged in the overhaul, maintenance and repair of a wide variety of automotive, construction, and mechanical equipment.
- Inspect work in progress and upon completion, for compliance with policies, procedures and standard trade practices.
- Make initial inspections in difficult cases and diagnose mechanic defects.
- Oversee the City's preventive maintenance program and schedule vehicles for preventive maintenance and the repair covered by dealer warranty.
- Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.
- Prepare reports; maintain records of time, materials and equipment used; order supplies and materials; write specifications for fleet vehicles.
- Coordinate equipment repair work with operating departments.
- Insure the adherence to safe work practices by shop personnel.
- Check new equipment to ensure operational correctness and process corrective action with the dealer/manufacturer as needed.
- Supervise, train, and evaluate subordinates.
- Assist in the preparation and administration of the section work program and budget.

FLEET SUPERVISOR

QUALIFICATIONS

Knowledge Of:

Methods, practices, materials and tools of the automotive mechanic trade; operating and repair characteristics of a variety of heavy equipment; occupational hazards and laws, rules, and regulations related to shop safety; operating principles of gasoline and diesel engines; principles and practices of supervision, training and performance evaluation; shop math; automated information tracking systems.

Ability To:

- Plan, schedule and assign the work of skilled mechanics and other shop workers.
- Diagnose defects in and repair a wide variety of heavy equipment; write and maintain records and reports; read and interpret technical manuals including operating and parts manuals.
- Supervise, train and evaluate subordinates; make cost estimates and utilize shop mathematics.
- Meet the physical demands of the job.

A typical way to obtain the knowledge and abilities outlined above is:

Four years of experience as a journey level mechanic, including one year lead/supervisory experience; and equivalent to completion of the twelfth grade, supplemented by specialized automotive or equipment repair courses.

LICENSE

Must have a valid California Driver's license with a satisfactory driving record.