

MAJOR FUNCTION

This is responsible technical and administrative work supervising and coordinating the staff and resources dedicated to maintenance and repair of City-owned vehicles and equipment. Duties include assisting in fleet management activities such as determining replacement cycles, customer service requirements, developing specifications, and adherence to factual documentation of all activities for tracking, billing, risk assessment and control. Work requires the use and exercise of independent judgment and is performed under the general supervision of the Superintendent-Fleet Management.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Directs and supervises the second line supervisors responsible for maintaining and repairing light, medium and heavy duty vehicles. Assists in policy formulation for Fleet operations. Assists Fleet Superintendent with all phases of vehicle specifications, acquisitions, budget preparation, employee training, resolving personnel issues, instilling and enforcing safety regulations, facilities management and adherence to environmental requirements. Recommends the hire, transfer, promotion, grievance resolution, and discharge of assigned personnel. Completes performance appraisals and recommends the denial or approval of merit increases. Perform related work as required.

Other Important Duties

Completes special projects as assigned. May serve on cross-functional or ad hoc teams and committees to represent the views of the work unit. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the modern methods of maintaining and repairing automotive, light, medium and heavy duty road construction and other specialized heavy equipment. Thorough knowledge of the operating principles and maintenance of gasoline and diesel powered engines. Ability to plan, assign, inspect and supervise the work of skilled and semi-skilled employees engaged in servicing, repairing, and maintaining automotive equipment and accurately maintaining the associated records and inventories. Ability to establish and maintain vehicle operating and maintenance costs records and to analyze this information. Ability to develop procedures for the economical operation of repair work and cost efficient and economical operation and use of equipment. Ability to establish and maintain effective working relationships with superiors and other employees. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree from a community college and five years of technical experience in motor vehicle maintenance, repair and acquisition; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class A State Commercial Driver's License (CDL), or must have passed the appropriate written CDL test and obtained a CDL permit at the time of appointment and obtain the appropriate CDL licensure within sixty (60) calendar days from date of employment as a condition for continued employment.

Must possess at least eight National Institute for Automotive Service Excellence (ASE) certifications or must obtain same within 18 months from date of initial employment, as a condition of continued employment.

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