

FLEET EQUIPMENT SUPERVISORDEFINITION

Under general direction, supervises, coordinates, and directs the work of an assigned group of Fleet Equipment services personnel performing a variety of tasks involved with the diagnosis, repair, maintenance, parts procurement and inspection of a diverse automotive and diesel powered fleet.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Consults with Corporate Yard Facilities/Fleet Services Manager regarding overall operational policies, procedures and priorities. Reviews and approves repair orders, time cards and parts purchases. Prepares work schedules and production standards; assigns, supervises and coordinates the work of assigned personnel. Analyzes and resolves problems arising from work in progress. Adjusts work assignments, procedures and priorities to expedite workflow. Investigates and takes appropriate action on complaints regarding the operation and personnel supervised. Participates in the selection of personnel. Trains and evaluates assigned personnel and ensures that subordinates receive continuous, progressive training, including training in the principles of Total Quality Service. Motivates personnel to achieve work goals. Maintains discipline and resolves or participates in the resolution of employee grievances. Assists in the preparation of budget estimates and the control of expenditures. Assists in the preparation of equipment specifications. Assists in setting priorities for equipment replacement. Performs record-keeping duties and prepares reports as required. Performs duties of subordinates as needed. Drives and test drives automotive and/or heavy equipment, as required. May be assigned to supervise the Fleet Parts unit, involving the planning, development and implementation of parts procurement procedures. May assume duties of higher level personnel in the latter's absence. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the first line supervisory classification in the Fleet Equipment class series. This class is distinguished from the higher level Corporate Yard Facility/Fleet Services Manager in that the latter class performs primarily administrative and management functions, whereas the Fleet Equipment Supervisor oversees the daily operational activities of a unit in the Fleet Services Section.

RECOMMENDED MINIMUM QUALIFICATIONS

Successful completion of probationary work test period and three years in the class of Fleet Equipment Technician III, or higher, or education equivalent to graduation from high school or trade school and five years of full-time paid journey level experience in the repair and maintenance of automotive and diesel powered heavy equipment, two of which must have been in a supervisory capacity, or any equivalent combination of training, experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: modern practices, procedures, systems, equipment, and techniques involved in the diagnosis, repair, maintenance, parts procurement, overhaul, and inspection of fleet equipment; basic principles and techniques of supervision and training; basic office management principles and practices.

Ability to: plan, organize and supervise the work of a group of fleet services employees in a manner consistent with principles of Total Quality Service, and conducive to full performance and high morale; exercise initiative, judgment and resourcefulness in carrying out operations and solving work problems; understand and follow oral and written instructions; perform multiple tasks simultaneously; establish effective working relationships with coworkers, employees from other departments and other professional contacts.

SPECIAL MINIMUM REQUIREMENTS

Must possess a set of mechanic hand tools sufficient to perform duties of subordinates as needed. Must possess a valid California Class C Driver's License at time of appointment, as a condition of employment. May be required to obtain and keep current a California Class A Driver's License, if assigned to Heavy Repair Section.

SPECIAL WORKING CONDITIONS

Must be willing and able to work in any section, on any shift, weekends, and to be on call during off-duty hours.

DESIRABLE CHARACTERISTICS

The successful performer is a positive leader and motivator, with excellent judgement and strong interpersonal and communication skills. Reliable and dependable, the Fleet Equipment Supervisor is committed to the principles of Total Quality Service, skilled in team building, and facilitates and takes pride in the unit's high quality performance. This individual keeps current with changes in technology, and is conscientious and effective in keeping the cost of maintaining fleet operations at a minimum, without compromising quality.

Class title change from Equipment Repair Supervisor per Council Resolution No. 89-070, effective 7-1-89

Reviewed: 10/03

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