

SENIOR FLEET EQUIPMENT SUPERVISOR

DEFINITION

Under general direction, assists the Fleet Manager in directing the Central Garage and satellite facility operations.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Carries out department and division policies in order to meet the established goals and objectives. Assists in preparing and monitoring division budget, establishing performance and safety standards for employees, monitoring division expenditures, and monitoring the equipment preventive maintenance, service, overhaul, inspection, modification, repair and replacement programs. Communicates with users regarding breakdowns, future needs, equipment usage or recommended equipment changes. Assists in planning of new capitol expenditures, training programs and related costs. Attends meetings for the Manager and assumes the duties of the Manager in the latter's absence. Assists unit supervisors with problems the supervisors cannot resolve and makes decisions regarding non-routine purchase requests, sub-letting and similar matters. Insures that all paperwork is completed accurately on new and replacement equipment and registration of new vehicles. Develops, implements and monitors new or revised systems and procedures to insure high-level service to departments, improve cost effectiveness of maintenance and repair activities, and maximize equipment usage and performance. Performs record-keeping functions in order to distinguish patterns indicative of better quality and more efficient equipment and parts usage for future service. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this class is responsible for coordinating and supervising the skilled manual work of crews engaged in the maintenance and repair of vehicles and equipment. The incumbent is required to combine strong communication and supervisory skills with excellent technical knowledge and sound decision-making ability.

MINIMUM BASIC QUALIFICATIONS:

Education and experience equivalent to completion of high school and seven years of full-time paid journey level experience in the repair and maintenance of light and heavy automotive equipment, two of which must have been in a supervisory capacity, or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles and practices of supervision and administration as applied to the operation of a fleet-management program, including management of automotive repair activities, administration of fleet acquisition/replacement program, and preparation of specifications for the purchase of equipment; budget preparation and control; occupational safety hazards and precautions applicable to equipment operations, maintenance and repair.

Ability to: analyze and recommend budgetary needs; evaluate vehicle operations; develop standards, policies and procedures; plan and supervise the work of auto-equipment services supervisors; prepare and present reports.

SPECIAL REQUIREMENT

Must possess and keep current a valid California Class C Driver's License.

Class title established per Resolution 89-070,
effective 07-01-89

Class spec revised 3/93

Reviewed: 10/03

ADA approved: 10/03