



JULY 2016
FLSA: NON-EXEMPT

PUBLIC WORKS SUPERVISOR - FLEET

DEFINITION

Under general direction, plans, organizes, and directs a comprehensive automotive and equipment maintenance and repair program for the City; supervises and reviews the work of maintenance staff responsible for the maintenance, repair, and outfitting of vehicles and equipment; provides responsible technical assistance to the Public Works Superintendent; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Superintendent or assigned manager. Exercises direct supervision over Equipment Mechanic staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the equipment maintenance class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of equipment maintenance staff either directly or through lead workers. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Superintendent in that the latter has management responsibility for City-wide public works maintenance functions and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the installation, maintenance, and repair of all City vehicles and equipment; administers specialized projects and programs in the area of assignment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the equipment maintenance and repair work unit; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Manages the safe and environmentally compliant storage, handling, and disposal of hazardous waste and bio-waste; ensures compliance with state and local laws; signs manifests and maintains accurate records; attends mandated classes and training; assists the Fire Marshal with annual inspections of buildings that store hazardous material or generate hazardous waste; acquires bids for services; coordinates operations and activities with other City departments and external agencies.

- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates. Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules the service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Coordinates assigned services and activities with those of other divisions and outside agencies, including vendors such as body shops, upholstery shops, glass shops, repair shops and dealerships.
- Inspects City vehicles and equipment for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to assigned staff.
- Performs the most complex equipment maintenance and repair duties and provides technical assistance to crews.
- Troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Develops and implements the annual vehicle replacement list and budget; coordinates with City departments to determine needs, conducts extensive research, receives and evaluates proposals and bids, sells retired vehicles, and prepares a staff report for review by management to the City Council.
- Ensures the installation of proper equipment such as tool boxes, bed liners, racks, sirens, light bars, and radios on new City vehicles.
- Facilitates the disposal of surplus City vehicles and equipment removed from service utilizing the competitive bid and auction process.
- Coordinates assigned services and activities with those of other divisions and outside agencies.
- Provides staff assistance to assigned manager; prepares and presents staff reports and other written materials; supervises the preparation and maintenance of related reports, records, and files; ensures the proper documentation of operations and activities.
- Stays current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Oversees safety programs and training for the assigned functional areas and work groups; assists in action planning for safety programs; implements and monitors risk management plans regarding hazardous materials; responds to workers' compensation issues.
- Purchases and manages bulk fuel used and stored by the City; performs minor repairs on fuel storage and dispensing systems oversees fuel deliveries and change-outs; prices fuel and prepares monthly billing for internal and external customers; answers customer questions related to fuel; prepares and maintains state tax forms and other documentation.
- May be assigned to monitor underground storage tank (UST) or above ground storage tank (AST) systems by conducting weekly and monthly inspections, preparing inspection reports, and coordinating annual testing of UST with outside vendors and the City.
- Answers questions and provides information to the public; investigates inquiries; recommends corrective actions to resolve issues.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of automotive and equipment maintenance and repair program development and administration.
- Operational characteristics of vehicle diagnostic equipment and components.
- Principles, practices, equipment, tools, and materials used in the maintenance, diagnosis, and repair of automobiles, light- and heavy-duty trucks and equipment, and specialized equipment, including hydraulic and computer-controlled systems.
- Principles and practices of monitoring and maintaining of fuel storage systems.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget development, administration, and accountability.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned maintenance and operations activities.
- Perform the most complex automotive and heavy equipment maintenance duties and operate related equipment safely and effectively.
- Manage the use, operations, maintenance, and repair fuel storage systems.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Develop cost estimates for supplies, equipment, and vehicles.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, and specifications.
- Make accurate mathematical and arithmetic calculations.
- Make sound, independent decisions within established policy and procedural guidelines.

- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs, including computerized diagnostic equipment.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade, supplemented by vocational training or courses in automotive and/or equipment maintenance and repair.
- Two (2) years of responsible experience in heavy equipment maintenance at a level equivalent to the class of Senior Equipment Mechanic in the City of Menlo Park, or six (6) years of increasingly responsible automotive and/or heavy equipment technician experience.

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class "C" driver's license and a satisfactory driving record.
- Possession, or ability to obtain of a valid California Class "B" driver's license with air brakes and tanker endorsements, and passenger transport endorsement (P) for fifteen passengers or more (including driver).
- Possession of, or ability to obtain, a Forklift Certification issued by Occupational Safety and Health Administration (OSHA) within six (6) months of employment.
- Possession of a Designated UST Operator certificate issued by the International Code Council (ICC) is desirable.
- Possession of Automotive Service Excellence (ASE) certifications is desirable.
- Possession of a Welding Certificate issued by the American Welding Society (AWS) is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around the City public works maintenance shop; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees partly work in an office environment and partly work in and around public works facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.