

**MAJOR FUNCTION**

This is very responsible administrative and technical work supervising and coordinating the acquisition, maintenance and repair of City owned vehicles and equipment. An employee assigned to this class supervises and coordinates the staff and operations of Fleet Administration, Fleet Parts, and Fleet Service units. Work is performed under the administrative direction of the Assistant City Manager for Utilities and is reviewed through conferences, work reports and cost records

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

Supervises and coordinates the daily operations and staff of the Fleet Administration, Parts, and Service units. Supervises and coordinates the daily maintenance and repair of City owned vehicles, including cars, trucks, road construction and other specialized equipment. Through creative thinking, support City-wide goals and missions with program development initiatives and quality and productivity improvements. Provides support for technical issues encountered with proper tools or training. Responsible for subordinates adhering to City policies and procedures rules and regulations. Evaluates shop work methods and procedures to establish safety precautions against occupational hazards. Establishes and maintains vehicle operating and maintenance cost records and evaluates this information for the purpose of recommending vehicle disposal and replacement. Determines inventory levels for materials, parts, and supplies; supervises the procurement of fuel, materials, parts and supplies and expedites shipments. Responsible for the hire, transfer, promotion and grievance resolution or discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares and controls the divisional budget. Oversees all aspects of purchasing and expenditure activities. Performs related work as required.

**Other Important Duties:**

Stay abreast of changing industry trends and opportunities for new vehicles and equipment. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the modern methods of maintaining and repairing automotive, road construction, and other specialized equipment. Knowledge of related federal, state and local rules and regulations. Knowledge of the operating principles and maintenance of gasoline and diesel powered engines. Knowledge relative to the principles of supervision, training and performance evaluation. Ability to plan, assign, inspect and supervise the work of skilled and semi-skilled employees engaging in services, repairing and maintaining automotive equipment and maintaining records and inventories. Ability to establish and maintain vehicle operating and maintenance cost records and to analyze this information for the purpose of recommending equipment disposal and replacement. Ability to develop procedures for the efficient and economic operation of a large maintenance facility. Ability to establish and maintain effective working relationships. Ability to express oneself clearly and concisely, both orally and in writing. . Demonstrates a management style and values which are consistent with the City's mission and values. Demonstrates skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience:**

Possession of a bachelor's degree in business or public administration or a related field and four years of professional or administrative experience in a large scale program of automotive equipment maintenance and repair, or six years of professional or administrative experience in an area that included involvement for vehicle or equipment acquisition, maintenance and repair; or an equivalent

combination of training and experience. Two years of the required experience must have been in a supervisory capacity. Professional, administrative or technical experience in the automotive equipment maintenance and repair industry may substitution for the required education on a year-for-year basis.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Revised: 04-05-89  
07-14-95  
09-05-02  
10-07-03  
02-12-11\*  
11-08-12