

Class Description

Job Title: Fleet Supervisor

Reports To: Director of Public Works

FLSA Status: Non-Exempt

**General Description**

The purpose of this position is to perform a wide range of preventive maintenance, diagnostic, and repair work on all types of City vehicles and motorized equipment.

The work involves assessing priorities and workload of vehicle repairs and preventive maintenance; assigning and overseeing the work of lower-level mechanics; performing a varied automotive diagnostic, repair, and replacement duties; and performing administrative duties relating to shop productivity and vehicle records maintenance. Performs master-level vehicle and heavy equipment mechanic work as required; makes recommendations on the cost-effectiveness of repairing, replacing, or contracting repairs; conducts quality control to ensure work is done correctly and safely; prepares reports and researches issues and resolves as appropriate.

This position is considered essential during times of emergency, and incumbents must be willing and able to work long shifts in adverse conditions. The person may be required to report for duty on short notice or remain on duty longer than the regular shift. Must be available to work weekends and at odd hours during emergencies.

This position works under the general supervision of the Director of Public Works.

**Duties and Responsibilities**

**The functions listed below represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job/class as necessary.**

**Essential Functions:**

Assesses the needs and priorities of vehicle repairs, servicing, and maintenance.

Assesses equipment needs and makes budget recommendations.

Distributes work among self and lower-level mechanics based upon complexity, needs, and priorities.

Performs all the technical and maintenance duties of a mechanic.

Performs Maryland state vehicle inspections.

Performs various administrative duties in support of shop activities to include ordering vehicle parts; maintaining records of repairs and maintenance work; preparing vehicle maintenance reports; and recommending equipment needs and specifications to the Director.

Provides supervision, technical guidance, and oversight to lower-level mechanics.

Teaches and guides drivers regarding proper maintenance and upkeep of the vehicles they drive.

Conducts evaluations of lower-level mechanics and recommends disciplinary action when necessary. Participates in the hiring process.

**Additional Duties:**

Remains flexible and versatile; interacts with all levels of staff.

Performs related work as assigned.

**Responsibilities, Requirements, and Impacts**

**Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations using data or information.

**People Responsibility:**

*People include co-workers, workers in other areas or agencies, and the general public.*

Supervises and leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Responsible for achieving moderate economies and/or preventing moderate losses by handling or accounting for materials, supplies, or equipment.

**Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication, and division.

**Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals, and charts to solve practical problems, such as assembly instruction for tools, standard office equipment operating instructions, and drawing and layout work; composes routine reports and specialized reports; speaks compound sentences using regular grammar and word form.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

**Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration, and creativity required by the job and the presence of any unusual pressures present in the job.*

Performs skilled work involving rules/systems with almost constant problem solving; requires regular attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately severe – affects work unit and may affect other units or citizens or loss of life could occur but probably is low.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs heavy work that involves constantly lifting, bending, stooping, kneeling, and carrying 35 to 50 pounds on a regular and recurring basis and frequently exerting 100 pounds of force.

**Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

**Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Bright/dim light;

Dust and pollen

Extreme heat and/or cold;

Wet or humid conditions

Extreme noise levels,

Vibration,

Fumes and/or noxious odors

Traffic: Moving machinery

Electrical shock

**Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.* ***(Does not include safety of subordinates).***

Requires considerable responsibility for the safety and health of others.

**Minimum Education and Experience Requirements:**

High School diploma or equivalent with additional vocational training in vehicle maintenance and repair. Requires a minimum of 5 years of experience performing preventive maintenance, diagnoses, and repairs on various equipment and vehicles; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

**Special Certifications and Licenses:**

Class B Commercial Driver’s License required.

Certification in any automotive repair is preferred

**Americans with Disabilities Act (ADA) Compliance**

The City of College Park, MD, is an Equal Opportunity Employer. The Americans with Disabilities Act (ADA) requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.