

CITY OF MILPITAS
Effective: June 1985
Revised: 3/05, 6/05,
12/05
EEOC: Skilled Craft
FLSA: Non-Exempt
Unit: MSA
Physical: 2

FLEET MAINTENANCE SUPERVISOR

DEFINITION

To supervise, schedule, and coordinate the activities of the vehicle maintenance operations; perform routine servicing and repairs on automobiles, trucks, and other equipment as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Director.

Exercises direct supervision over assigned technical and support staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise, schedule, and coordinate the activities of the vehicle maintenance program.

Review equipment specifications for correctness and make recommendations for equipment acquisition and replacement.

Plan, assign, and review the work of vehicle maintenance workers engaged in the overhaul, maintenance, and repair of a variety of automotive, construction, and mechanical equipment Citywide, including Police and Fire.

Inspect work-in-progress and upon completion for compliance with policies, procedures, and standard trade practices.

Make inspections; diagnose mechanical defects.

Oversee the City's preventive maintenance program and schedule vehicles for preventive maintenance.

Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.

Make determination whether to manage work in-house or recommend contracting out; monitor and administer contracts.

Prepare reports; prepare and monitor budget; maintain records of time, materials, and equipment used; and order supplies and materials.

Coordinate equipment repair with operating departments.

Ensure safe work practices.

Check new equipment to ensure operational correctness.

Perform routine servicing and repairs on automotive and other equipment as necessary.

Supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and equipment of the automotive/mechanical trade.
- Operating and repair characteristics of the full range of City-owned equipment and vehicles.
- Occupational hazards and standard safety precautions relative to the work performed.
- Principles and operations of engines, including gasoline and diesel.
- Methods used in areas such as electric arc welding, oxyacetylene, mig welding, and fabrication.
- Preventative maintenance techniques.
- Electronic record keeping and inventory control methods using Fleet Management program or equal inventory control methods.
- Principles and practices of supervision, training, and evaluation.
- Municipal accounting and budgetary systems.
- California Highway Patrol Commercial Inspection Terminal requirements; Department of Environmental Health Hazardous Materials Handling practices; Bureau of Automotive Repair Smog Inspection regulations; California Air Resources Board Diesel Smoke regulations; Underground Storage Tank regulations; CalOSHA requirements.

Ability to:

- Plan, layout, and assign the work of skilled mechanics and other assigned staff.
- Maintain records and reports.
- Establish and maintain positive and effective working relationships with a wide variety of individuals including City staff and Officials, public agencies, and members of the public.
- Diagnose defects in and repair a variety of equipment and vehicles.
- Perform routine to complex mechanical repair work.
- Operate a variety of heavy equipment, power, and hand tools.
- Supervise, train, and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience as a journey-level mechanic with significant supervisory or lead experience.

Education:

Equivalent to the completion of the twelfth grade.

LICENSE OR CERTIFICATE

Possess and maintain throughout employment an appropriate, valid California Commercial Driver's License; and obtain a Class A with Passenger and Tanker endorsement within 11 months of appointment.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:* Physical exam with drug and alcohol screening; and pass Department of Transportation (DOT) physical and substance examinations.

Visual Requirements: Discern colors

Auditory Requirements: 100-decibel hearing

Primary work is performed in a general office environment; ability to sit and/or stand for long periods of time, repetitive keyboarding; reach, squat, lift, and carry up to 15 pounds; able to travel to various locations within and outside the City of Milpitas.

Incumbent may also be called upon to stand, walk, sit, balance, squat, kneel, bend, and stoop at any given time; able to lift, carry, push, and pull up to 30 pounds of weight throughout the day; exposure to outdoor elements in all weather conditions throughout the year, confined spaces, hazardous waste, chemicals, exhaust.

Approved by:

City Manager

Date

Human Resources Director

Date