

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Fleet Crewleader		
<b>Job Code:</b>	ST5130	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	510	<b>Date Reviewed:</b>	06/24/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for the repair and preventative maintenance of city equipment and vehicles. Ensures work quality and adherence to established policies and procedures. Performs the more technical and complex tasks relative to assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Prioritizes, assigns, leads, reviews and participates in the work of subordinate employees responsible for the diagnosis, repair and maintenance of city equipment and vehicles.
2. Oversees repair of emergency and non-emergency vehicles.
3. Assists in establishing schedules and methods for providing mechanical repair and maintenance services. Identifies resource needs and reviews needs with appropriate management staff. Allocates resources accordingly.
4. Participates in the development of policies and procedures. Monitors work activities to ensure compliance with established policies and procedures. Makes recommendations for changes and improvements to existing standards and procedures.
5. Monitors and evaluates quality, responsiveness, efficiency and effectiveness of assigned service delivery methods and procedures. Works with employees to improve equipment maintenance and repair services.
6. Performs more technical and complex tasks of the work unit including inspecting equipment and recommending needed repairs and scheduling equipment repairs.
7. Enters labor hours and related equipment services data into a computer. Prepares and monitors employee time and attendance sheets.
8. Provides technical assistance to equipment services mechanics in diagnosing and repairing complex equipment problems.
9. Inspects and tests complex equipment repairs to monitor proper functioning. Compares repairs completed with documented customer equipment complaints. Ensures customer satisfaction.

10. Establishes and monitors preventative maintenance program. Oversees the maintenance of mechanical repair tools.
11. Participates in the selection of Fleet Mechanics. Provides or coordinates employee training. Works with subordinate employees to correct deficiencies; implements discipline procedures.
12. Prepares analytical and statistical reports on operations and activities.
13. Performs related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of an equipment services shop.
  - Methods and techniques of diagnosing, repair, and maintenance of equipment and vehicles.
  - Working knowledge of Fire equipment, automobiles and off road equipment repair procedures.
  - Principles of supervision, training and performance evaluation.
  - Complex systems and components of equipment and vehicles, including engine systems, automotive electrical functions, cooling systems, and carburation systems.
  - Pertinent Federal, State and local laws, codes and regulations.
  - City policies and procedures.
  - Department Operating Procedures.
  - Computer operation and software.
- **Skill in:**
  - Making sound decisions and good judgment.
  - Prioritizing work activities and time management.
  - Customer service.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Make observations.
  - Monitor assigned activities and operations.
  - Operate assigned equipment.

### **MINIMUM JOB REQUIREMENTS**

HS Diploma/GED supplemented by additional specialized training in automotive/mechanical repair or a related field and four years of automotive/mechanical repair experience including one year of lead responsibility.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

### When assigned to Property Management/Fleet Services:

Possession of, or ability to obtain based on assignment, an appropriate, valid commercial Drivers License Class "B" within six months of employment

### When assigned to Fire:

Must possess the highest level of Emergency Vehicle Technician (EVT) certification.

### Special Requirement:

Possession of, or ability to obtain mechanic hand tools of type and quantities sufficient to perform with efficiency all required repair duties.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.