

City of Fort Worth, Texas Job Description

Classification Title	Fleet Supervisor		
Job Code:	PR1561	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises and coordinates the repair and preventative maintenance of city equipment and vehicles within the Fleet Division of Property Management or with emergency vehicles and trucks within the Police and Fire Departments; and provides complex staff assistance to senior management personnel.

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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates and supervises the organization, staffing and operational activities for the diagnosis, repair, and maintenance of city equipment and vehicles.
3. Participates in the implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving equipment and vehicle repair, maintenance, and installation; and implements improvements approved by management staff.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned equipment services procedures and methods; and works with employees on the continuous improvement of equipment maintenance and repair services.
6. Oversees complex tasks of the work unit. Assists in diagnosing equipment/vehicle problems and inspecting equipment after completion of repairs; and visits firms to inspect repairs.
7. Coordinates equipment and material needs; and allocates resources efficiently and effectively.
8. Provides staff assistance to the equipment services management staff; participates on a variety of committees; and prepares and present staff reports and other correspondence as appropriate and necessary.
9. Maintains fuel transfer operations, including transporting, receiving, and dispensing a wide range of equipment fuels and oils.

10. Authorizes the purchase of vehicle parts; approves new stock; recommends appropriate stock levels; and meets with manufacturer representatives to determine specifications or modifications to specialized equipment or vehicles.
11. Monitors assigned budget, production, vehicle downtime, and customer billing; maintains records concerning pertinent equipment services information; oversees inventory stocks, as needed; and participates in in-processing duties.
12. Performs other related duties as required.
13. 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 and maintenance of equipment and vehicles.
 - Mechanical repair procedures for a variety of complex equipment and vehicle systems.
 - Fire apparatus such as electrical, hydraulic, and pump systems (if applicable).
 - Complex systems and components of equipment and vehicles.
 - Occupational hazards and safety precautions of equipment and vehicle services.
 - Hand tools and equipment associated with the diagnosis, maintenance, and repair of mechanical equipment and vehicles.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Problem solving and diagnosing.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Test, diagnose, and repair complex mechanical systems within equipment and vehicles.
 - Operate a variety of equipment related to the performance of equipment services.
 - Interpret work reports and evaluate work completed.
 - Diagnose, repair, and maintain fire apparatus such as electrical, hydraulic, and pump systems (if applicable).
 - Supervise and coordinate the work of subordinate employees.
 - Participate in the selection, supervision, training, and evaluating of subordinate employees.
 - Interpret and explain City policies and procedures.
 - Read and interpret manuals, blueprints, and schematics.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

HS Diploma/GED supplemented by specialized training in automotive/mechanical repair or a related field and four years of responsible experience in automotive/mechanical repair, including two years of administrative and/or lead supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

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 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.