



March 2021  
FLSA: Non-Exempt

## **FLEET SERVICES SUPERVISOR**

### **DEFINITION**

Under general direction, this position will plan, organize and supervise the fleet services division, including the acquisition, utilization, evaluation, repair and replacement of the vehicle and equipment fleet. Oversee all maintenance and repair of vehicles, tools and equipment. Performs the most complex skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small Town of Paradise vehicles and equipment; performs related inventory, purchasing, welding, and record-keeping duties; leads lower-level staff in completing vehicle and equipment maintenance and repair projects; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Director. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the supervisory role in the advanced-level classification in the mechanic series. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex duties pertaining to the maintenance and repair of Town vehicles and equipment. Incumbent also provides direction and functional supervision to technical staff. This is a technical classification performing a wide variety of vehicle and equipment maintenance and repair duties. Incumbent serves as division supervisor while also performing technical detail work. This position is expected to function with very little direct oversight. Successful performance of the work requires frequent use of discretion and independent judgment, and knowledge of departmental and Town activities. This class is distinguished from the Sr. Mechanic in that the latter is not expected to function in a supervisory role and does not provide extensive training to lower-level staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Recommendation and establish administrative procedures for Town fleet requirements pertaining to the processing of vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventive maintenance, fueling and replacement of Town vehicles and equipment.
- Oversee and maintain the operation of computerized system for tracking vehicles and equipment, maintenance, parts inventory, fuel, shop labor, costs, utilization, billing and fleet operations.
- Develop, coordinate and supervise a comprehensive vehicle preventive maintenance and repair program for the Town's automotive equipment, heavy equipment and other special equipment.
- Performs skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment such as generators, cars, fire trucks, police vehicles, backhoes, loaders, trailers, mowers, and tractors; ensures safe and effective operating condition of Town vehicles and power-driven equipment.

- Inspects a variety of vehicles and equipment according to established guidelines and procedures; troubleshoots, diagnoses, and resolves electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions; repairs or replaces parts and components as needed.
- Performs scheduled safety inspections and preventive maintenance of vehicles and equipment; identifies safety hazards and makes necessary adjustments to ensure safe operation; establishes preventive maintenance schedules.
- Performs a variety of welding activities involved in the repair of various machine parts.
- Services vehicles by ensuring satisfactory fluid levels; checks and replenishes air levels in tires; replaces tires; adjusts, repairs, and maintains air and hydraulic brake systems; adjusts and replaces brake shoes, pads and linings; turns drums and rotors; performs engine inspections, maintenance, and repairs; performs tune-ups on Town vehicles and equipment as requested.
- Installs and removes exterior and interior vehicle emergency equipment; mounts brackets, prisoner restraints, prisoner transportation cages, and other items or pieces of equipment attached or inside a Town vehicle.
- Diagnoses, repairs, adjusts, and replaces various components such as vehicle transmissions, carburetors, batteries, alternators, radiators, hoses, belts, distributors, differentials, drive shafts, clutches, pumps, shocks, cylinders, valve controls, generators, ignitions, bearings, and gears.
- Performs minor to major overhauls on existing vehicles as requested to meet Town needs.
- Estimates material and equipment needed for projects; monitors inventory levels of parts, supplies, and equipment; contacts vendors to obtain product and pricing information; orders items from vendors according to cost effectiveness and timeliness of product delivery.
- Operates a variety of equipment including hand and power tools, welders, torches, jacks, grease guns, presses, compressors, testers, meters and forklifts; maintains equipment in proper working condition; drives a vehicle to conduct work.
- Maintains a variety of records related to maintenance schedules, vehicles, equipment, costs, warranties, recalls, and assigned projects.
- Provides technical and functional direction and training to less experienced maintenance staff in methods and procedures of vehicle and equipment maintenance and repair.
- Plans and organizes assigned tasks; interprets diagrams, sketches, schematics, technical manuals, and specifications; works from verbal and written instructions and work orders.
- Responds to regular and emergency maintenance and repair requests; travels to various Town sites to make repairs to vehicles and equipment; uses a map to locate disabled vehicles; arranges for major maintenance and repairs with outside agencies as needed.
- Maintains shop area, equipment, and tools in a safe, clean, and orderly condition; assists with related building maintenance functions including installation and renovation activities.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Techniques, practices, procedures, tools, and materials used in the repair and maintenance of large and small vehicles and equipment.
- Diagnostic procedures for vehicles and equipment.
- Practices, procedures, techniques, and equipment used in welding and metal fabrication.
- Operation, theory, and principles of gasoline, diesel and alternative-powered engines.
- Preventative maintenance practices and procedures.
- Shop math applicable to vehicle maintenance.
- Record-keeping techniques.
- Health and safety regulations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Plan, organize and perform fleet management services.
- Plan, organize, and coordinate the work of technical staff.
- Effectively provide staff leadership and work direction.
- Perform skilled mechanical work in the inspection, diagnosis, servicing, and maintenance of a variety of large and small vehicles and equipment.
- Troubleshoot, diagnose, and resolve electrical, mechanical, hydraulic, computerized, and other types of vehicle and equipment malfunctions.
- Repair or replace parts and components as needed.
- Perform scheduled safety inspections and preventive maintenance of vehicles and equipment.
- Estimate and procure materials and equipment needed for projects.
- Perform a variety of welding activities involved in the repair and fabrication of parts and equipment.
- Read and work from diagrams, sketches, schematics, technical manuals, and specifications.
- Operate a variety of hand and power tools including welding equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12th) grade and five (5) years of progressively responsible work experience in a classification equivalent to that of a Mechanic at the Town of Paradise. Specialized training in the maintenance and repair of gas and diesel-powered equipment. Specialized fire vehicle training is required for the fire vehicle maintenance duties assignment. Valid certifications from the California Fire Mechanics Academy or equivalent is preferred. Associates degree and in a related field preferred.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Class B Driver's License by time of appointment and a satisfactory driving record.
- Certification as a National Automotive Institute of Service Excellence (NAISE) Diesel Mechanic, Truck Mechanic, Body Technician, or other related area, and Automotive Service Excellence (ASE) master is preferred (by assignment).

### **PHYSICAL DEMANDS**

Must possess mobility to work in and around a standard shop setting, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools, equipment, and machinery; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing an average of 60 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work in the garage and occasionally in the field and are exposed to, loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, as well as cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.