

COUNTY OF SOLANO
FLEET SERVICES SUPERVISOR

DEFINITION

Revised 5-12-04

To supervise, plan and coordinate the day to day activities and operations of the County's fleet and stationary maintenance and repair program; oversees activities at a large maintenance and fueling site; serves as a member of the department's supervisory team.

CLASS CHARACTERISTICS

This is first-line supervisory class that is responsible for directing repair and maintenance tasks on a variety of light and heavy vehicles and equipment. This position assigns work and provides complex technical advice and assistance to Equipment Mechanics assigned to Fleet Operations. The positions assigned to this class, carry out necessary activities without direction except as new or unusual circumstances arise. This class is distinguished from Fleet Manager by the latter's overall responsibility for managing the County's fleet of vehicles and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Manager.

Exercises supervision over assigned technical staff.

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

Supervises, assigns and oversees work of mechanics to ensure the safe repair and diagnosis of equipment used by the County; dispatches mechanics verbally and through work orders to perform specific repairs; monitors and inspects completed work; conducts performance evaluations on assigned staff.

Manages the maintenance and repair of refueling facility; places fuel orders.

Coordinates repair shop activities; seeks most effective methods to have maximum number of vehicles in service at all times; issues rental vehicles; uses Fleet Management System to generate repair information, making entries for labor charged, commercial shops used, and parts inventory movement; processes invoices from vendors and performs computer data entry.

Performs various administrative tasks to facilitate the service function of the department; answers telephones and greet customers; maintains parts and supply inventory as needed to ensure equipment repair and maintenance can be performed in a timely manner and distributes parts and supplies to maintenance personnel; special orders parts, hand tools and small equipment; coordinates repair and maintenance activities with various groups involved in the process;

Performs diagnoses to determine defects on vehicles and equipment coming into the County Garage for service; advises and assists subordinates in major repairs and difficult mechanical diagnoses; consults with superiors on difficult or major repair issues.

Prepares repair schedules and determines priority of work to be performed; maintains service records for mobile equipment; issues service reminder notices to using departments; develops and schedules preventative maintenance programs.

Monitors and directs the use of proper personal safety gear; ensures a safe work environment including handling of hazardous materials and recycling.

Recommends fixed asset purchases for the shop to the Fleet Manager.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate; stays abreast of changes in manufacturers specifications; informs mechanics of changes in maintenance and repair procedures; serves as safety coordinator and facilitator for the repair facility.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Construction, assembly, adjustment and maintenance of diversified light and heavy equipment; operation and repair on internal combustion engines and mobile equipment chassis parts.

Sources of specialized repair expertise and mobile equipment parts.

Occupational hazards and safety precautions of the trade.

Engine emissions control requirements.

Public administration including budgeting, program evaluation and supervision.

Basic principles and practices of supervision including program evaluation, employee guidance, motivation and work performance evaluation techniques.

Laws and regulations governing automotive and heavy equipment use and operations.

Identify, analyze, and properly adjust engine emissions control equipment.

Skills to:

Utilize basic office and heavy equipment diagnostic tools and equipment.

Drive motor vehicles and heavy equipment.

Ability to:

Identify, analyze, and properly adjust engine emissions control equipment.

Supervise the work of others engaged in equipment maintenance activity; organize and prioritize work assignments; secure cooperation and teamwork among service staff; determine and evaluate levels of achievement and performance.

Understand and analyze expenditure reports.

Make effective use of labor and materials.

Use all types of shop tools and equipment of the trade.

Make decisions and independent judgments.

Maintain parts and materials inventory.

Communicate effectively both verbally and in writing.

Establish and maintain cooperative working relationships.

Experience and Education/Training

Experience:

Three (3) years of journey level equipment mechanic experience of which one year included includes scheduling and prioritizing servicing..

Education/Training:

Vocational or technical school training in automotive and heavy equipment repair and maintenance.

SPECIAL REQUIREMENTS

Incumbents must be able to work in a noisy environment and deal with multiple requests for services from user departments.

Possession of or the ability to obtain a valid Class B California Drivers License with endorsement for airbrakes ~~are required.~~ or additional endorsements as required, within six months of appointment.

SUPPLEMENTAL INFORMATION

Incumbents and candidates applying for positions in this class may be subject to, depending on job assignment, drug and alcohol testing as required under the Federal Omnibus Transportation Employee testing Act of 1991. Testing includes post-accident and pre-employment, as well as random and reasonable suspicion testing as required by law.

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a large amount of physical effort to stoop, crouch, climb, and lift, carry, push and/or pulling objects and materials (up to 100 pounds) in performance of assigned duties.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as exposure to dust, noise, heat, cold, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards.

Director of Human Resources

Established Date: February, 1996

Revised Date: April 2004

BOS Date: June 30, 2003

CSC Revision Date: May 12, 2004

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