



## JOB DESCRIPTION

Title: **FLEET MAINTENANCE SUPERVISOR**

Department: Public Works

Class Code: 3360

FLSA Status: Non-Exempt

Effective Date: January 11, 2005 (Revised 02/2015)

### GENERAL PURPOSE

Under general supervision from the Public Works Director, performs supervisory duties in the implementation and management of a fleet operation in the Murray City Central Garage; performs supervisory and technical work in vehicle and equipment mechanics as needed.

### EXAMPLE OF DUTIES

- \*-- Responsible for the maintenance and repair of all vehicles and equipment assigned to departments and divisions of Murray City.
- \*-- Implements and monitors a preventative maintenance program to assure cost effective maintenance and a scheduled maintenance program to provide maintenance by manufacturers specifications.
- \*-- Maintains a complete inventory system through recording of all expenditures and income of each vehicle, maintenance equipment, fuel, repair parts, supplies, etc.
- \*-- Monitors user departments by analysis of vehicle and equipment utilization and evaluation of equipment specifications.
- \*-- Implements and maintains a mechanic training and certification program to provide needed technical skills for mechanics in repair of automobiles and heavy equipment.
- \*-- Enforces city safety practices and procedures and ensures employees receive appropriate safety training.
- \*-- Supervises all Fleet Services employees; trains, evaluates and disciplines employees.
- \*-- Assists in the development of the Fleet Services budget to include a review of past year expenses and income; adjusts and administers all Fleet Service purchases, including parts, tools, office supplies.

- \*-- Assists City departments with the development of specifications for vehicles and equipment to be used by Murray City Corporation; arranges for the purchase and delivery of vehicles and equipment to all departments in Murray City; insures that all vehicles and equipment purchased are licensed and registered as required by State of Utah law.
- \*-- Welds; replaces parts; repairs parts; repairs electrical systems; diagnoses vehicles for minor body and fender work; performs tune ups and engine overhauls; troubleshoots problems when needed.
- \*-- Examines reports for accuracy on each vehicle and piece of equipment repaired; writes reports on vehicles and equipment repaired. Makes monthly report to Highway Patrol on State inspections.
- \*-- Keeps maintenance and repair records; performs preventive maintenance on all departmental vehicles; orders repair parts.
- \*-- Checks all repair work performed in shop for completeness. This includes physical inspections and road tests before vehicle is turned back to user departments.
- \*-- Serves as a member of the City Fleet Committee who is responsible for setting policies for City vehicles and reviews department vehicle requests.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from High School plus course work in auto and equipment mechanics at a trade school and six (6) years experience as a mechanic, or any equivalent combination of education and experience.

### Special Requirements

- Must be on 24 hour call.
- Must possess a valid Utah Commercial Driver's License.
- Must be or become certified Utah Emission Inspector within six (6) months of hire date. Must maintain certification throughout employment.
- Must be or become certified Utah Safety Inspector within six (6) months of hire date. Must maintain certification throughout employment.

### Necessary Knowledge, Skills and Abilities

- Knowledge of methods, techniques and procedures involved in maintenance repairs and replacement.
- Knowledge of an automated Fleet Management Information System.
- Considerable knowledge of safety practices and techniques in mechanics; considerable knowledge of diesel and gas engine mechanics; considerable knowledge of vehicle make-up; considerable knowledge of City shops and the parts and supplies required.
- Ability to function and perform effectively as a manager and supervisor.
- Ability to plan, organize and direct the work of skilled, semi-skilled, and unskilled employees engaged in repair and maintenance of vehicles and equipment.
- Ability to troubleshoot, diagnose and repair equipment with accuracy and speed; ability to create effective working relationships with employees.
- Ability to coordinate programs, prepare reports and maintain accurate records.
- Ability to communicate both orally and in writing.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; fax and copy machine; HTE software.
- Motorized vehicles for mechanical testing purposes; power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone, mobile or portable radio.

### **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.

- While performing the duties of this job, the employee is required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

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.

- While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually moderately noisy.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.