

CITY OF HAYWARD

FLEET MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, direct and supervise the activities of staff involved in skilled and semi-skilled repair and maintenance of a wide variety of gasoline, diesel, and electric powered automotive; and to assist the Fleet Maintenance Manager as required.

DISTINGUISHING CHARACTERISTICS

This is a supervisor classification within the Fleet maintenance series. The incumbent is responsible for planning and coordinating work activities of the Fleet Maintenance workgroup. This classification is distinguished from the lower-level Senior Equipment Mechanic in that it is responsible for planning, assigning, reviewing and supervising fleet maintenance activities. It is further distinguished from the higher-level position of Fleet Maintenance Manager in that the latter has overall management responsibility for the operation, management and administration of the City's Fleet Division. The incumbent is expected to resolve most work problems with occasional direction from the Manager and able to exercise effective supervision over assigned staff.

SUPERVISION RECEIVED

Receives general supervision from the Fleet Maintenance Manager.

SUPERVISION EXERCISED

Exercises direct supervision of Fleet maintenance staff

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the maintenance and repair of the City's fleet.

Plan, prioritize, assign, supervise and review the work of staff involved in the overhaul, maintenance and repair of a wide variety of automotive, construction and mechanical equipment.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations.

Participate in the selection of staff; coordinate staff training and conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Inspect work in progress and upon completion for compliance with policies, procedures and standard

ESSENTIAL DUTIES (continued)

trade practices; make initial inspections in difficult cases and diagnose mechanical defects.

Oversee the City's preventive maintenance program and schedule vehicles for servicing and maintenance.

Prepare detailed cost estimates and recommend feasibility of major repairs.

Prepare reports; maintain records of time, materials and equipment used; order supplies and materials.

Coordinate equipment maintenance and repairs with operating departments.

Identify and develop work procedures and methods in the garage; conduct safety meetings and ensure the adherence to safe work practices; coordinate safety compliance with local, state or federal agencies.

Check new equipment to verify operational correctness.

Assist the Fleet Maintenance Manager prioritizing Fleet purchases.

Prepare equipment specifications for new equipment acquisition.

Ensure all equipment compliance inspections (i.e. smog checks, aerial inspection) are completed on time and documented.

Support organizational transition to renewable energy sources for the city's fleet through knowledge and continuing education on current regulations, applicable funding opportunities, and preparing and compiling compliance and regulation reports.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment and tools; monitor and control expenditures.

Determine where improvements can be made and recommend and implement changes.

Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

ESSENTIAL DUTIES (continued)

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Vehicle and equipment operations, policies, and procedures.

Operational hazards and standard safety precautions necessary in the workplace.

Pertinent local, State, and Federal rules, regulations and laws.

Principles of supervision, training and performance evaluations.

Basic principles of budget monitoring.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize, implement and direct fleet maintenance and repair operations and activities.

Devise and maintain necessary record systems.

Access computerized information systems for financial, and vehicle and equipment items.

Promote safe work practices and take appropriate action towards occupational hazards and unsafe conditions.

Prepare local, state, and federal compliance reports.

Develop and maintain maintenance software programs, capital replacement plans, and record-keeping systems.

Interpret and explain pertinent department and City policies and procedures.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Supervise, train and evaluate assigned staff.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four (4) years of progressively responsible experience as a journey level mechanic, including one (1) year of supervisory or lead experience.

Education: Equivalent to completion of the twelfth (12th) grade, supplemented by specialized courses in automotive or equipment repair and coursework in supervisory and administrative practices. Possession of an Associate of Arts Degree is desirable.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License. Possession of Class B Driver's License is highly desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to:

SPECIAL REQUIREMENTS (continued)

work in a standard office environment and use standard office equipment and current software; to work in a field environment when needed in various weather conditions; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, crawl, stoop, climb and safely lift and move equipment and materials weighing up to 50 pounds; work in heat and cold with noise and vibrations; exposure to chemicals, mechanical, and electrical hazards, converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD One (1) Year

H630 Fleet Maintenance Supervisor

June 2024

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt