SOUTH COAST WATER DISTRICT

FLEET MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, plans, organizes, supervises and reviews the work of fleet services staff within the Support Services Division; provides work direction and review to fleet mechanic staff and personally performs the most complex technical and skilled work in the repair and maintenance of District automobiles, trucks, tractors, and other power driven equipment; plans and coordinates the procurement of District vehicles and related equipment; provides responsible and complex administrative and operational assistance to the Support Services Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Support Services Manager. Exercises direct supervision over assigned staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the fleet mechanic series that is responsible for ensuring that the day-to-day maintenance and repair of District vehicles and equipment meet accepted quality and operational standards. Responsibilities include providing work training, direction and review to staff, in addition to providing the full range of maintenance duties. Incumbents are highly competent in the maintenance and repair of automobiles, tractors, and other power driven equipment, and provide the most complex and unusual troubleshooting and repair activities. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Support Services Manager in that the latter has management responsibility for several support services divisions in the Operations Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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

- Supervises day-to-day operations of the fleet mechanics, including selecting staff, providing direction, overseeing staff duties in various areas, providing training, motivation, and evaluation for staff, assigning and scheduling tasks, and analyzing and making recommendations regarding procedures and policies; works with employees to correct deficiencies; implements discipline and termination procedures.
- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- Participates in the development of standardized procedures and methods to improve the efficiency and effectiveness of the District’s vehicle procurement, maintenance and repair; continuously monitors and evaluates service delivery methods and procedures and identifies opportunities for improvement; recommends improvements to the Support Services Manager and implements new procedures and methods.
- Plans, directs, coordinates, and reviews the work plan for the maintenance and repair of the District’s vehicles and equipment; meets with staff to identify and resolve problems; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Assists with the preparation of the department budget; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects.
- Coordinates with contractors in providing contract fleet maintenance services.
Performs the full range of vehicle and equipment maintenance duties and provides technical assistance to crews, as needed.

Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.

Maintains logs and records of work performed; prepares periodic reports.

Responds to emergency situations as necessary.

Performs other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of fleet maintenance program development and administration.
- Principles, practices, equipment, tools and materials of fleet maintenance and repair.
- Applicable Federal, State and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles of contract administration for fleet maintenance and repair projects, and the procurement of vehicles and equipment.
- Basic principles and practices of budget development, administration and accountability.
- Safety principles, practices, and procedures of fleet maintenance, including equipment and hazardous materials.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

**Ability to:**

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement and direct fleet maintenance and operations activities.
- Analyze, interpret, apply, and enforce Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research, and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex fleet maintenance duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
Use English effectively to communicate in person, over the telephone, and in writing.
Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Five (5) years of increasingly responsible experience in the maintenance and repair of automobiles and medium/heavy equipment, or a related mechanical maintenance field, including some lead or supervisory experience.

Training:
Equivalent to the completion of the twelfth (12th) grade supplemented by specialized coursework or an apprenticeship in a related field.

License or Certificate:
- Valid California Class B driver’s license with the appropriate endorsements and satisfactory driving record.

PHYSICAL DEMANDS
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; possess the mobility to work in a standard shop setting and use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina and mobility to perform medium to heavy physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. 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 up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS
Employees primarily work in the centralized maintenance shop and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff when trying to diagnose and/or resolve an equipment related problem.

WORKING CONDITIONS
Must be willing to work weekends, holidays, and off-hour shifts for emergency callback response.

The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work
<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Fleet Supervisor</th>
</tr>
</thead>
</table>

assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.