

FLEET MAINTENANCE SUPERVISOR

General Statement of Duties

Performs responsible technical and administrative work supervising and participating in skilled mechanical work on a variety of automotive, construction, and maintenance equipment.

Distinguishing Features of the Class

An employee in this class supervises the operation of the fleet maintenance facility and ensures all repairs are completed in an efficient, safe and effective manner. The employee is responsible for conducting diagnostic work, preventive maintenance, and repairs on small engine, automotive, heavy-duty trucks and construction equipment. Work includes the repair of gasoline and diesel engines; transmissions; electrical, exhaust, suspension, brake, lighting, and hydraulic systems; and tires. Work also includes ordering necessary parts and supplies; determining work priorities; fabricating a variety of specialized parts, especially on heavy equipment; coordinating all preventive maintenance and repairs of vehicles with City department heads and managers; coordinating outside repairs, cost quotes and warranty work with vendors; preparing and maintaining all records of servicing, repairs, warranty, and federal/state inspections; and researching and preparing vehicle and equipment specifications for purchase. The employee also prepares information and recommendations for the division operating budget and manages the budget and provides technical advice and recommendations to the Public Works Director on all activities in the fleet maintenance facility. The employee is subject to hazards of mechanic work including working in both inside and outside environments, including extreme hot and cold weather and is exposed to hazards such as loud noise, vibrations, moving mechanical parts, chemicals, fumes, odors, poor ventilation, and oils. Work with garbage trucks makes the work subject to the OSHA requirements on blood borne pathogens. Work is performed under the direction of the Public Works Director and is evaluated based on how efficiently and effectively assigned areas of responsibility are performed and managed and based on the quality of customer service provided.

Duties and Responsibilities

Essential Duties and Tasks

Oversees the operation of the garage; ensures all repairs are completed in an efficient and effective manner; determines work priorities and troubleshoots problem repairs.

Supervises the work of the Fleet Maintenance Mechanic; inspects the work in progress and upon completion for adherence to standards.

Coordinates all preventive maintenance and repairs with appropriate City officials.

Diagnoses problems with engines, operational systems and transmissions; makes repairs.

Obtains cost quotes for contracted repairs and makes recommendations; coordinates warranty work, contracted services, and repairs with other garages and dealerships.

Prepares information and recommendations for division operating budget; monitors and manages the budget; reviews and approves expenditures; orders, stocks and maintains accurate inventory of parts and tools; prepares new vehicles and equipment specifications for purchase.

Prepares work orders and maintains records of maintenance and repair activities and servicing; maintains warranties, federal/state inspection records and other related documents.

Fabricates a variety of specialized parts, especially on heavy equipment; utilizes various welding equipment and methods based on assessment of welding repair problem.

Keeps current on federal, state, City, OSHA and DMV rules, regulations and standards to ensure they are adhered to; performs NC inspections on city vehicles.

Provides technical advice and recommends to Public Works Director on all activities in the fleet maintenance facility; keep up with technology on new vehicles and equipment.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the principles, practices and tools of automotive repair shop management and of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment, including backhoes, excavators, tractors, etc.

Considerable knowledge of the occupational hazards and safety precautions to be taken when performing job duties and working with a variety of heavy construction and specialized equipment.

Knowledge of the City's budgeting and purchasing policies and the ability to manage a departmental budget.

Knowledge of the laws, City rules, and regulations applicable to purchasing of materials and supplies and the use of outside contractors.

Knowledge of the laws, regulations, and modern supervisory principles related to management of staff including motivation, teamwork, performance evaluation, and related practices.

Ability to accurately diagnose problems, make repairs and perform maintenance on gasoline and diesel engines, automotive electrical systems, hydraulic systems, vacuum systems, ignition systems, and brake systems.

Ability to estimate maintenance and repair costs, and to prepare specifications for purchasing new equipment and supplies; knowledge of how and where to procure parts and supplies.

Ability to communicate effectively orally and in writing and follow instructions accurately.

Ability to exercise sound judgment and initiative with minimal supervision.

Ability to read, comprehend, and work from service manuals and schematic drawings.

Ability to establish and maintain effective working relationships with superiors, subordinates, co-workers, division and department heads, contractors, and the general public.

Ability to provide excellent customer service to other city departments.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to work with data and figures, operate a computer, use measuring devices, operate equipment and vehicles, monitor work site progress, and inspect and assure the accuracy and thoroughness of work.

Desirable Education and Experience

Graduation from high school with formal training in automotive mechanics and considerable experience as the manager of a full-service automotive repair garage or an auto mechanic with supervisory experience; or an equivalent combination of education and experience. Associate's degree in Automotive Technology or equivalent preferred.

Special Requirements

Possession of a valid NC Class B Commercial Driver's License, NC safety inspections certification, and other certifications as required by the City or ability to obtain within a specified time frame.