



County of El Dorado County

JCN#6305

June 1990

Revised: November 2000

Revised: March 2002

## FLEET SERVICES SUPERVISOR

### DEFINITION

Under direction of the Fleet Superintendent, plans, organizes and supervises preventive maintenance and ~~minor~~ repairs of the County's vehicle fleet; coordinates contract work with vendors; performs related work as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over subordinate technical staff.

### DISTINGUISHING-CLASS CHARACTERISTICS

This single position class has countywide responsibility for the preventive maintenance and minor repair of the vehicle fleet. This class is distinguished from the Sr. Fleet Services Technician in that this is the first full supervisory level in this series.

### EXAMPLES OF TYPICAL FUNCTIONS-DUTIES (Illustrative Only)

- Plans, organizes, coordinates and supervises preventive maintenance and minor repair work on the County's vehicle fleet.
- Develops and monitors service and repair policies, procedures and standards; prepares a variety of studies and reports.
- Directs diagnostic maintenance and repair activities, including planning, scheduling, creating repair orders, inspecting and monitoring work being performed; develops preventive maintenance and repair schedules for vehicle servicing; provides technical assistance to staff.
- Maintains Fleet pool vehicles and schedules short term rentals.
- Orders and maintains parts ~~and fuel~~ inventories to ensure adequate supplies; reviews and approves requisitions and purchase orders.
- ~~Develops and monitors~~ Assists with the development and monitoring of the annual budget.
- Selects, supervises, evaluates and disciplines staff and provides for their training and development.
- Works closely with other divisions, departments or individuals to coordinate activities; responds to complaints or inquiries in person or by phone.
- Coordinates contract work with vendors for ~~major~~ repair and modification work.
- Ensures compliance of shop activities with pertinent codes, regulations and guidelines.
- Maintains SMOG certificates and tracking of annual requirements; coordinates and communicates with the State Bureau of Automotive Repairs (BAR) for annual reporting requirements.
- Monitors developments related to vehicle maintenance, evaluates their impact and implements policy and procedure improvements.
- Prepares and maintains a wide variety of written records and reports.
- Integrates new program activities into maintenance schedules.
- Researches and develops specifications for new vehicles; advises and recommends to departments best vehicle applications; acquires, maintains and disposes of fleet vehicles.

- Authorizes and approves work contracted to outside vendors; determines the necessity for contracting out repair work; inspects contract work up completion.
- Supervises the operations of a computerized fuel management system, including purchasing and billing; supervises fleet accounting activities.

## QUALIFICATIONS

### Knowledge of:

- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Principles and practices of vehicle maintenance and repair as related to a large and varied vehicle maintenance program.
- Basic principles and practices of budget development and administration.
- Theories, principles, techniques and equipment used in vehicle maintenance and repair.
- Safety regulations, safe work practices and safety equipment related to work.
- Codes, ordinances and guidelines pertaining to the work.
- Computer applications related to the work.

### Skill in Ability to:

- Planning, assigning, directing and coordinating vehicle maintenance and repair activities.
- Selecting, motivating and evaluating staff and providing for their training and development.
- Preparing and monitoring a budget.
- Analyzing operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action.
- Developing and implementing policies, procedures, work and safety standards and management controls.
- Coordinating work assignments with other divisions, departments and outside firms.
- Preparing clear and concise records, reports, correspondence and other written materials.
- Coordinating DMV registrations, both exempt and undercover.
- Exercising independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

### Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Four years of experience in journey level automotive maintenance and repair.

### Licenses and Certificates:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

### Other Requirements:

Must possess a valid driver's license.

### Education and Experience:

Four years of experience in journey level automotive maintenance and repair.

## PHYSICAL DEMANDS

Must possess mobility to work in a standard office and automotive setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily an office classification although standing, walking, bending, lying on the ground in work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment and shop tools. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### ENVIRONMENTAL CONDITIONS

Work is primarily performed inside a repair facility with occasional work outdoors in all weather conditions; occasional exposure to heat, exhaust, electrical shock and chemicals such as gasoline, coolant, battery acid, etc; moving mechanical parts, vibration from tools, equipment and vehicles; position may occasionally require work at heights above the ground.

Fleet Services Supervisor

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**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of employee supervision, including selection, training, work evaluation and discipline.
- Principles and practices of vehicle maintenance and repair as related to a large and varied vehicle maintenance program.
- Basic principles and practices of budget development and administration.
- Theories, principles, techniques and equipment used in vehicle maintenance and repair.
- Safety regulations, safe work practices and safety equipment related to work.
- Codes, ordinances and guidelines pertaining to the work.
- Computer applications related to the work.
- Gas boy fueling systems.

**Skill in:**

- Planning, assigning, directing and coordinating vehicle maintenance and repair activities.
- Selecting, motivating and evaluating staff and providing for their training and development.
- Preparing and monitoring a budget.
- Analyzing operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action.
- Developing and implementing policies, procedures, work and safety standards and management controls.
- Coordinating work assignments with other divisions, departments and outside firms.
- Preparing clear and concise records, reports, correspondence and other written materials.
- Coordinating DMV registrations, both exempt and underecover.
- Exercising independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

**Other Requirements:**

Must possess a valid driver's license.

**Education and Experience:**

Three years of experience in journey level automotive maintenance and repair, including one year at a lead or supervisory level.

**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.