



JULY 2020
FLSA: EXEMPT
Bargaining Unit: MA
JCN: 6135

FLEET SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex professional, technical, and administrative support related to fleet and equipment management and maintenance programs for the Department of Transportation; performs automotive and construction equipment procurement maintenance and repair; assists with long- and short-term project planning; oversees the operations of a wide variety of projects and other programs; coordinates assigned activities with other County departments and outside agencies; provides complex and responsible support to the Deputy Director of Maintenance and Operations and others in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Maintenance and Operations. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification. The incumbent is responsible for planning, organizing, reviewing, evaluating, and administering the day-to-day activities the County's maintenance shops and related Department of Transportation maintenance programs, as well as the County-wide fleet program which includes all vehicles and equipment owned and operated by the County. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, manages, and oversees the daily functions, operations, and activities of the maintenance of County equipment and vehicles, including those in the County-wide fleet program; develops and administers a comprehensive preventative maintenance and repair program.
- Participates in the development and implementation of goals, objectives, policies, and priorities for County-wide fleet management and maintenance; recommends within departmental policy, appropriate service and staffing levels.
- Participates in the development, administration, and oversight of division budgets.
- Directs the selection, supervision, and work evaluation of assigned staff; recommends disciplinary action or dismissal; resolves a variety of routine personnel administrative matters.
- Inspects facilities and work in progress/completed for compliance with County and department policies and procedures; standards of quality and safety; and all applicable local, state, and federal laws, regulations, and guidelines.
- Develops, administers, and updates the fleet replacement program in coordination with other County departments; develops, writes, and reviews specifications for equipment/vehicle purchases; assists departments through the purchase/lease process; ensures products received meet specifications and

- have property warranties; approves invoices for payment; administers and arranges for disposal of vehicles and equipment.
- Maintains and prepares reports related to estimates, labor, materials, and equipment requirements for projected activities.
 - Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures while ensuring that operational, financial, regulatory, and legal requirements are met; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Deputy Director of Maintenance and Operations.
 - Prepares, reviews, and completes various reports, presentations, long-range equipment replacement plans, documents, and correspondence related to areas of assignment.
 - Requisitions necessary tools, supplies, materials, and equipment and maintains inventory and records.
 - Researches new operational methods, techniques, and equipment and recommends their application.
 - Ensures employees and outside contractors follow County requirements when performing mechanical work.
 - Coordinates activities with other divisions, departments, outside agencies, suppliers, and contractors.
 - Reviews or prepares plans and specifications for contract work and inspects work performed to determine compliance to standards; administers contracts.
 - Develops, reviews, and updates programs, policies, and written maintenance instructions and schedules.
 - Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
 - Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
 - Performs related 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 leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of administration, including goal setting, policy and procedure development and implementation, evaluation, and work standards.
- Principles and practices of budget development and administration.
- Modern principles and practices related to fleet management and the operation of automotive and heavy equipment maintenance and repair shops.
- Principles and methods used in a program of preventive maintenance for automotive and heavy equipment.
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safety practices, safe work methods, and safety regulations related to the work.
- The types, makes, costs, and capabilities of available automotive and road construction equipment.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the division and the County.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Effectively administer a variety of fleet management activities.
- Supervise the maintenance of records and inventories.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations; make presentations to the Board of Supervisors, at public speaking events and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, supplemented by coursework in vehicle and equipment repair and business administration including supervisory training;

AND

Five (5) years of increasingly responsible experience in the procurement, repair, and maintenance of fleet vehicles and road construction equipment, with three (3) years of supervisory experience equivalent to the County's class of Equipment Maintenance Supervisor.

Licenses and Certifications:

- Possession of a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in a standard office setting and use standard office equipment, including a computer; and to operate a motor vehicle to visit various County facilities and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Standing in and walking between work areas is frequently required; occasional field work which may require standing for long periods of time or extensive walking over uneven ground. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, 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 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work evening, night, weekend, and holiday shifts as required.