City of Council Bluffs

Job Description

Fleet Supervisor

Department: Public Works
Supervisor: Superintendent of Equipment Maintenance
Location: Equipment/Fleet Maintenance
FLSA Status: Non-Exempt
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Prepared Date: April 2021
Union: Non-Union
Pay Grade: 22

Summary: Under direction of the Superintendent of Equipment Maintenance, supervises and participates in all activities of Fleet Maintenance. Work involves repair work on automobiles; light and heavy trucks; tractors; construction equipment; street sweepers; and firefighting, police, and other related auxiliary equipment.

Essential Duties and Responsibilities:

- Plans, directs, and organizes the daily activities of the Fleet Maintenance Division:
  - Supervises and participates in vehicle maintenance and repair
  - Facilitates fabrication and up-fitting of equipment as necessary
  - Ensures that maintenance practices, policies, and procedures of the division are followed
  - Schedules, prioritizes, and assigns work to be performed
  - Maintains current knowledge on the latest technology regarding maintenance and repair of all equipment
  - Provides technical advice in complex repair situations
- Assures appropriate use and care of equipment utilized by employees under his/her direction
- Oversees comprehensive fleet preventative maintenance and corrective maintenance programs
- Assists with equipment accident reports and repairs
- Supervises the activities related to maintaining the Fleet Division records:
  - Assures City compliance with City reporting procedures
  - Ensures a proper inventory of repair parts and replacement equipment
  - Tracks warranty information and maintains information system database in a standard information management system
  - Creates and checks work orders for accuracy and closes them

    - Maintains appropriate records pertaining to equipment and parts inventories, timecards, etc.
- Assists in administering the activities of the Fleet Maintenance Division:
    - Provides recommendations, both orally and in writing, in assigned area of authority and expertise
    - Serve as an active member of departmental and City-wide management staff teams created to deal with specific problem issues
    - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
    - Coordinates division activities with other divisions and departments of the City
    - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in fleet maintenance
- Serves as liaison to internal customers and responds to requests and inquiries concerning programs, policies, procedures, and timelines for maintenance and repair projects
- Makes budget recommendations to the Superintendent
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

Directly supervises the employees within the Equipment Maintenance Division to include Equipment Mechanics. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Associate's Degree or graduation from an accredited technical school with major work in Auto or Diesel Mechanics or a related field
- Five (5) years' mechanical experience
- Two (2) years of supervisory experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:

- Certification by the National Institute for Automotive Service Excellence as a Master Mechanic, preferred
- Must possess or be able to obtain a Class A Commercial Driver's License with Tanker Endorsement within six months of hire

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy (70) pounds.
- The employee must be able to frequently lift and work with up to fifty (50) pounds.
- The employee must be able to continuously lift and work with up to twenty (20) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, in high places, in confined spaces, in small areas with their arms extended over their head for long periods of time, in dusty environments, and in high noise levels.
- Must be able to work from a ladder at heights greater than four (4) feet and from a lift at heights greater than twenty (20) feet.

Other Skills and Abilities:

- Ability to operate heavy equipment
- Knowledge and understanding of basic safety principles from the division and Occupational Safety and Health Administration (OSHA)
- Thorough knowledge of gas and diesel engine repair
- Basic stick and gas welding skills
- Thorough knowledge of hydraulics as it applies to trucks and construction maintenance equipment
- Working knowledge of electrical and electronic circuitry with the ability to track complex circuitry on a schematic
- Ability to safely operate hand and power tools and equipment
- Computer competency including the ability to enter, retrieve, and compile data utilizing an Asset Management program
- Ability to communicate effectively both orally and in writing
- Ability to maintain effective working relations with supervisors, subordinates, and the general public