City of Yukon - General Employees Pay Plan
Supervisor Fleet
Job Description

Exempt: No
Department: Fleet Maintenance
Reports To: Public Works Director
Location: 1035 Industrial Dr.
Date Prepared: May 14, 2012
Date Revised: April 21, 2015

GENERAL DESCRIPTION OF POSITION

Plans, organizes, coordinates and direst the operation of the City's fleet program. Work includes administration and management of Fleet Maintenance and supervision of skilled vehicle mechanics and working with other departments. Work is performed under the general supervision of the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates and directs the servicing, maintenance and repaid of city vehicles and small engine-powered equipment to provide safe, reliable and productive vehicles and equipment to user departments in a cost-effective and timely manner.

2. Administers programs, policies, and procedures, including general and preventative maintenance programs, repair and overhaul, fee structures, general shop operations, and scheduling and prioritizing of work.

3. Provides guidance and supervision to Automotive Mechanics engaged in the repair and servicing of a wide variety of automotive and small engine equipment; provides technical advice and guidance in the diagnosis and repair of difficult problems.

4. Supervises the automotive inventory function.

5. Determines need and feasibility of major repairs on individual pieces of equipment; consults with user departments and the Public Works Director to recommend repair or replacement of equipment..

6. Consults with departments to evaluate their automotive requirements; recommends purchase of new automotive equipment; prepares and/or reviews specifications based on used needs, replacement policies and vehicle procurement activities.

7. Designs, implements, reviews and disseminates Fleet Management requests. Recommends action based on accepted best business practices for Fleet Management to user departments and the Public Works Director.

8. Reviews and recommends to the individual user department and Public Works Director budgets pertaining to fleet functions.

9. Performs daily updates and assists with maintaining the computerized maintenance data base, prepares reports, receives and responds to requests for information concerning fleet operations and maintenance services.

10. Inspects major repair, overhaul, and maintenance jobs on automotive equipment performed by Automotive/Small Engine Mechanics, private contractors, and vendors.

11. Coordinates and monitors outside contractual agreements for service.

12. Make recommendations for the Fleet Maintenance annual operating budget to the Public Works Director.

13. Maintains a variety of records and prepares reports on such areas as inventory, automotive repairs, fuel inspections, etc.

14. Insure that the department operates in accordance with established safety procedures and policies and is in compliance with OSHA safety rules and regulations.

15. Promotes and ensures proper employee training and compliance with city safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

16. Performs other job duties as assigned to also include being on call after hours.

17. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; experience in the maintenance and repair of automotive equipment including supervisory and administrative experience; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above; plus 5 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication; Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence; Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations

with customers, clients, general public and other employees of the organization; Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS
Valid Driver's License; Prefer CDL Class A

SOFTWARE SKILLS REQUIRED
Intermediate: Database
Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Human Resources Systems, Payroll Systems, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED
Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING
Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING
Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND
Moderate mental demand; Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING
Moderately structured; Fairly broad activities using moderately structured procedures with only generally guided supervision; Voicing learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws; Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications; Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

Supervises the following departments: Fleet Maintenance Department

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT
Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY
Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job; May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT
Generally controlled; General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS
Moderate impact; Job has a definite impact on the organization's end results; Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT
Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT
Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS
Regular use of complex machines and equipment (desktop/laptop computer and software, City cell phone, iPad, etc.)

WORKING CONDITIONS
Somewhat disagreeable working conditions; continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts; frequently exposed to outdoor weather conditions; and occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear; regularly required to stoop, kneel, crouch, or crawl, taste or smell; and frequently required to stand, walk; occasionally required to sit, climb or balance.

The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; and depth perception.

ADDITIONAL INFORMATION

Thorough knowledge of the repair and maintenance of both gasoline and diesel engine automotive and mechanical equipment

Thorough knowledge of the principles and practices of automotive repair shop management, business practices applicable to fleet maintenance management and administration and knowledge of purchasing, inventory, and storeroom procedures applicable to automotive parts and supplies.

Ability to plan, supervise the work of others, communicate effectively, both orally and in writing, maintain records, make recommendations, prepare reports and the ability to establish and maintain effective working relationships with city employees and private vendors.