



## **CITY OF CALEXICO**

### **CLASS TITLE: SUPERVISOR-FLEET MAINTENANCE**

**MONTHLY: \$4,801 - \$6,434**

**RANGE: S-26**

### **BASIC FUNCTION:**

Under the direction of the Supervisor-Maintenance & Operations, organize, direct and participate in journey-level mechanical work in the inspection, diagnosis, repair and maintenance of automotive and heavy equipment including gasoline and diesel-powered vehicles and equipment; prepare and maintain a variety of records and reports related to assigned functions; train and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Organize, direct and participate in journey-level mechanical work in the inspection, diagnosis, repair and maintenance of automotive and heavy equipment including gasoline and diesel-powered vehicles and equipment; establish and maintain vehicle and maintenance repair priorities; assure City vehicles and equipment are maintained in a clean, safe and orderly condition.

Supervise installation, maintenance and repair projects; oversee and participate in the inspection, troubleshooting, diagnosis and repair of light and heavy equipment and vehicle problems and malfunctions; assure proper repair or replacement parts and components as needed.

Train and evaluate the performance of assigned personnel; interview and recommend hires, transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards and procedures.

Compile information and prepare and maintain a variety of records and reports related to fuel, personnel, maintenance, repairs, injuries, purchases, equipment and assigned activities; prepare required documentation related to shop activities.

Operate a variety of automotive and construction equipment; operate a variety of hand and power tools; diagnose mechanical malfunctions and determine extent of necessary repairs; assist mechanics as necessary.

Receive, prioritize and coordinate response to work orders; monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications.

Supervise and participate in the repair, adjustment or replacement of various components such as

**October 2017**

transmissions, carburetors, batteries, alternators, radiators, hoses, belts, bearings, gears, differentials, distributors, pumps, generators, cylinders, fuel lines and joints.

Estimate labor, material and equipment needed for maintenance and repairs; monitor and maintain adequate inventory levels of parts, supplies and equipment; research and order parts, supplies and equipment; confer with vendors to research, obtain and compare price quotes and product information.

Adjust, repair and maintain brake systems; install and replace air brakes and other hardware; adjust and reline brakes; oversee and participate in transmission, motor and engine inspections, overhauls, maintenance and repairs; perform minor and major tune-ups on City vehicles and equipment.

Repair and perform preventive maintenance on grounds maintenance equipment including tractors, weed eaters and lawnmowers; replace parts and components as needed.

Communicate with other departments, outside agencies and personnel to exchange information, coordinate activities and resolve issues or concerns; supervise and respond to emergency road calls and perform related field work.

Assist in the development and preparation of the annual preliminary budget for vehicle and equipment maintenance; prepare budget estimates and cost estimates for projects.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organization and direction of vehicle and equipment maintenance and repair activities.
- Techniques, practices, theories, equipment, tools, materials and procedures used in diesel and gas fueled vehicle and equipment maintenance and repair.
- Operation, theory and principles of gasoline and diesel-powered engines.
- Shop math applicable to vehicle maintenance.
- Operation of a computer and assigned software.
- Diagnostic procedures for vehicles and equipment.
- Preventative maintenance practices.
- Basic budget preparation and control.
- Inventory practices and procedures.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Health and safety regulations.

**ABILITY TO:**

Organize, direct and participate in journey-level mechanical work in the inspection, diagnosis, repair

and maintenance of automotive and heavy equipment including gasoline and diesel-powered vehicles and equipment.

Develop, implement and oversee installation, maintenance and repair projects.

Train and evaluate the performance of assigned personnel.

Receive, prioritize and coordinate response to work orders.

Estimate material, labor, equipment, cost and time requirements.

Operate a wide variety of hand and power tools and equipment.

Communicate effectively both orally and in writing.

Research, order and coordinate the purchase of parts, supplies and equipment.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare and maintain a variety of records and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by successful completion of an apprentice program in automotive repair and three years journey-level automotive or diesel maintenance and repair.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Vehicle repair shop environment.

Driving a vehicle to conduct work.

Exposure to fumes, dust, odors and oil/grease.

Extreme weather conditions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment.

Seeing to perform inspections and repairs.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

**October 2017**

Reaching overhead, above the shoulders and horizontally.  
Heavy physical labor.

**HAZARDS:**

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.

Working in a cramped or restrictive work chamber.

Working around and with machinery having moving parts.