



Job Description

Fleet Supervisor

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum of seven (7) years of experience in a large-scale program of automotive equipment or golf club equipment maintenance and repair with experience in a responsible supervisory capacity either in the private or public sector.

Minimum Education Requirements: High School diploma or G.E.D.

Department: Public Works.

Direct Supervisor: Public Works & Utility Services Director.

Supervisory Responsibility: Direct (8); Indirect (x)

Primary Work Location: Work is performed both inside and outside.

Certification: Valid State of Florida driver's license, Class B CDL, ASCE Certification Master Status.

Job Summary: Responsible for technical work supervising and coordinating the maintenance and repair of City owned vehicles and equipment.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Manage and coordinate the daily maintenance and repair of City owned cars, trucks, heavy equipment, and small engine equipment.
- Provide technical assistance for unusual work problems encountered at the garage.
- Establish and maintain vehicle operating and maintenance cost records, and evaluate information for purpose of vehicle disposal and replacement.
- Assist in the preparation and administration of the Division budget.
- Determine inventory levels, obtains quotes, and orders parts and supplies.
- Develop and administer a fleet management program which tracks the service and replacement of all City vehicles.
- Complete various documentation and paperwork.
- Maintain and prepare reports.
- Work with outside vendors to acquire needed products or services.
- Select, train, schedule, supervise, and evaluate subordinates.
- Monitor and maintain City's fueling equipment and supplies, including usage reports.
- Conduct routine checks of fuel pumps, fire extinguishers, and other safety equipment.
- Enforce safety regulations and policies.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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Knowledge

- Modern methods of maintaining and repairing automotive, road construction, specialized heavy, and grounds equipment.
- Operating principles and maintenance of gasoline and diesel-powered engines.
- Mechanics, uses, limitation, and maintenance of Public Services and municipal vehicular equipment and golf club maintenance equipment.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Plan, assign, inspect, evaluate, and supervise the work of subordinates.
- Maintain records and inventories.
- Establish and maintain vehicle and equipment operating and maintenance records.
- Develop procedures for the most economical repair work and use of equipment.
- Establish and maintain effective working relationships with superiors and other employees.
- Use and maintain tools and equipment to perform repairs.
- Work in extreme weather conditions with exposure to noise, dust, fumes, grease/oils, electrical energy; on slippery surfaces; with moving objects or vehicles.

Physical Demands

The work is medium work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.



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- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date