To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Fleet Supervisor

Department: Engineering  
Pay Grade: 115  
FLSA Status: Exempt

JOB SUMMARY
Responsible for technical work supervising and coordinating the maintenance and repair of City owned vehicles and equipment. The employee is under the general supervision of the City Engineer.

ESSENTIAL JOB FUNCTIONS
- Manages and coordinates the daily maintenance and repair of City owned cars, trucks, heavy equipment, and small engine equipment.
- Provides technical assistance for unusual work problems encountered at the garage.
- Establishes and maintains vehicle operating and maintenance cost records, and evaluates information for purpose of vehicle disposal and replacement.
- Assists in the preparation and administration of the Division budget.
- Determines inventory levels, obtains quotes, and orders parts and supplies.
- Develops and administers a fleet management program which tracks the service and replacement of all City vehicles.
- Completes various documentation and paperwork.
- Maintains and prepares reports.
- Works with outside vendors to acquire needed products or services.
- Selects, trains, schedules, supervises, and evaluates subordinates.
- Monitors and maintains City's fueling equipment and supplies, including usage reports.
- Conducts routine checks of fuel pumps, fire extinguishers, and other safety equipment.
- Enforces safety regulations and policies.
- Performs other job duties as assigned.
QUALIFICATIONS

Education and Experience:
High School diploma or an acceptable equivalency diploma (GED); and seven (7) years of progressively responsible experience in a large scale program of automotive equipment maintenance and repair, with experience in a responsible supervisory capacity either in the private or public sector.

Special Qualifications:
- Possession of a valid State of Florida Driver’s License required
- Class B CDL preferred
- ASCE Certification Master Status preferred

Knowledge, Skills and Abilities:
- Knowledge of the modern methods of maintaining and repairing automotive, road construction, and other specialized heavy equipment.
- Knowledge of the operating principles and maintenance of gasoline and diesel powered engines.
- Knowledge of the mechanics, uses, limitation, and maintenance of Public Works and municipal vehicular equipment, specifically including heavy duty trucks and road construction equipment.
- Ability to plan, assign, inspect, evaluate, and supervise the work of skilled and semi-skilled employees engaging in servicing, repairing and maintaining automotive equipment and maintaining records and inventories.
- Ability to establish and maintain vehicle operating and maintenance cost records and to analyze this information for the purpose of recommending equipment disposal and replacement.
- Ability to develop procedures for the most economical operation of repair work and for the most efficient and economical operation and use of equipment.
- Ability to establish and maintain effective working relationships with superiors and other employees.
- Ability to communicate orally and in writing.

PHYSICAL DEMANDS
The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, 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.
- 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.
• 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.
• 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.

WORK ENVIRONMENT
• Work is performed both inside and outside in various weather conditions; with exposure to noise, dust, fumes, grease/oils, electrical energy; on slippery surfaces; with moving objects or vehicles.